Continuous quality improvement

Individual worksheet

**Tip:** Use this worksheet to guide each team member of their individual tasks and responsibilities, who to report to and when tasks are due.

|  |  |  |  |
| --- | --- | --- | --- |
| Practice name |  | Start date |  |
| Activity name |  |  |  |
| Staff member responsible |  |  |  |
| Team leader |  |  |  |
| Goal |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Task** | **Due date** | **Completed (Y/N)** |
|  |  |  |  |
| Any barriers identified:  |
|  |  |  |  |
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|  |  |  |  |
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PDSA diagram

