

MFI & PDSA *Worksheet*

The complete improvement cycle documented on one worksheet: Thinking Part, then Doing Part with PDSA cycles. The core QI artefact for documenting one improvement activity.

This combined worksheet takes a team through one complete improvement cycle: the Thinking Part (aim, measures, change ideas) and the Doing Part (one or more PDSA cycles). It is the core documentation artefact for each QI activity. Keep a completed copy for PIP QI, accreditation, and CPD evidence.

Worksheet header

Practice name	
Date commenced	
QI team <i>members and roles</i>	
Problem <i>why is this important?</i>	
Problem statement <i>see Appendix 04</i>	

Part 1 — Thinking Part (Model for Improvement)

Aim <i>SMART goal · Appendix 01</i>	
Measures <i>Outcome, process, balancing · Appendix 02</i>	
Baseline	
Baseline date	
Change ideas <i>what to test · Appendix 03 / 05</i>	Idea 1 _____ Idea 2 _____ Idea 3 _____ Idea 4 _____
Next steps <i>which ideas first?</i>	

Part 2 — Doing Part (PDSA)

One cycle per change idea. Duplicate the grid for additional cycles.

ACT DECISIONS — HOW TO COMPLETE THE FINAL COLUMN

Adopt — the change worked, roll it out as standard practice.

Adapt — the change shows promise, revise and test again in a new cycle.

Abandon — the change did not work, move to a different idea.

PDSA CYCLE 1

CHANGE IDEA BEING TESTED

P — PLAN	D — DO	S — STUDY	A — ACT
<i>How will we run this test? Who and when? What will we measure? Prediction:</i>	<i>Was the plan completed? Data collected. Observations.</i>	<i>Results vs prediction. What did we learn?</i>	<i>Adopt, adapt, or abandon. Plan for the next PDSA.</i>

PDSA CYCLE 2

CHANGE IDEA BEING TESTED

P — PLAN	D — DO	S — STUDY	A — ACT
<i>How, who, when, what? Prediction.</i>	<i>Plan completed? Data. Observations.</i>	<i>Analysis. Learnings.</i>	<i>Adopt, adapt, or abandon.</i>

SUMMARY OF RESULTS

A short narrative summarising what was tested across all cycles, the effect on the measures, and the final decision.

RECORD KEEPING

File the completed worksheet with the practice's QI records. Attach supporting artefacts (run charts, revised scripts, screenshots of reports) for accreditation and PIP QI evidence.

ATTRIBUTION

Based on the NINCo Quality Improvement Template, developed by Prestantia Health for the PHN National Improvement Network Collaborative.