



QUALITY IMPROVEMENT ACTIVITY TEMPLATE

FOR GENERAL PRACTICE



QUALITY IMPROVEMENT ACTIVITY TEMPLATE

Practice

Date:

PDSA Cycle #

This template has been designed to support your Quality Improvement (QI) activities, from setting your aim through to evaluating your results.

It guides you through the Model for Improvement and includes space to document your evaluation and reflection — helping you plan, test, refine and sustain meaningful changes in your practice.

The Model for Improvement (MFI)

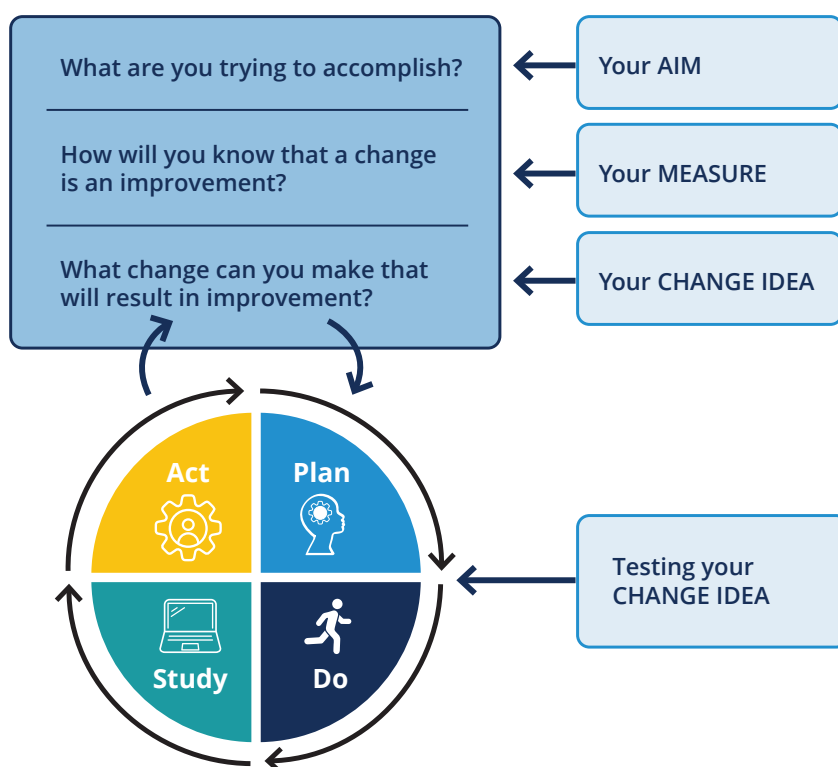
The MFI is a tool for developing, testing, and implementing change. The model consists of two equally important parts:

- **Step 1:** The 'thinking' part — answering Three Fundamental Questions to guide your improvement work.
- **Step 2:** The 'doing'/'testing' part — using Plan, Do, Study, Act (PDSA) cycles to test and implement change.

Evaluation and Reflection

Evaluation is a vital part of your QI activity. It helps you review your outcomes, reflect on the process, and capture key insights to strengthen future improvement work.

Use this template to document your evaluation results, lessons learned, and next steps — and to share your achievements with your team or for CPD reporting.



MFI Step 1:

1. What are we trying to accomplish?

By answering this question you will develop your GOAL for improvement.
Each new GOAL (1st Fundamental Question) will require a new Model for Improvement

2. How will we know that a change is an improvement?

By answering this question you will develop MEASURES to track the achievement of your goal

3. What changes can we make that will lead to an improvement?

List the ways you can achieve your goal.
By answering this question you will develop the IDEAS that you can test to achieve your goal

MFI Step 2:

Idea

Pick one of your ideas

MFI Step 2:

Plan

What exactly will you do? Include what, who, when, where, predictions & data to be collected

Who:

When:

Where:

What:

Predictions:

Data to be collected:

Do

Was the plan completed? Document any unexpected events or problems

Carry out the plan.

Study

Record, analyse and reflect on the results

Act

What will you take forward from this cycle? What is your next step / PDSA cycle?

Evaluation and Reflection:

RESULTS

Summarise your results, including key data points or trends. Graphs and visual summaries are encouraged to clearly show your improvement.

GOOD NEWS

Share a short story or example highlighting a positive outcome for patients, staff, or the practice as a result of your QI activity.

REFLECTION

Capture the challenges, successes and lessons learned throughout your activity. Consider factors such as impact, sustainability, long-term effects, process improvements, equity and efficiency.

Use your reflection to guide future QI work.

NEXT STEPS

List ideas for future improvement activities. This could include building on the current project, expanding it to other areas, or starting a new initiative.