

PERFORMANCE IMPROVEMENT CYCLE DOCUMENTATION (Instructions)

Hospital: _____

Date Initiated _____

Department: _____

Date of Report _____

Project Identification	<ol style="list-style-type: none"> 1. What do you want to improve? 2. Who are the team members? 3. Is there “Initial Data” that told you this is a problem area? ___ Yes, ___ No If <u>Yes</u> list the Data. 4. What goal are you trying to achieve?
Analysis	<p><i>During the Analysis Phase you will identify what’s really happening now. Ways to analyze include using brainstorming, flow charting the process, gathering data via surveys or chart reviews, developing logs & tick sheets so that you have #'s.</i></p> <ol style="list-style-type: none"> 5. Describe the current situation. (Attach data , charts, process flow, if available) 6. What does your data tell you? 7. What are the main causes for the current situation?
Possible Solutions	<ol style="list-style-type: none"> 8. Can you remove time, steps, dollars? 9. Based on the analysis brainstorm with your team, a list of possible solutions. 10. Prioritize these solutions in order to create an action plan.
Action	<ol style="list-style-type: none"> 11. Describe your action plan. (Who will do what, when). 12. Create a timeline/dates for implementing each step of your action plan. 13. Implement your plan.
Check	<ol style="list-style-type: none"> 14. What will you measure to show you’ve met your goal, or otherwise made an improvement?
Results	<ol style="list-style-type: none"> 15. Compare pre measures to post measures. <p>(USE DATA TO SHOW HOW MUCH IMPROVEMENT YOU’VE MADE)</p>
Follow Up	<ol style="list-style-type: none"> 16. When will you re-measure? ___2wks___1month___3months___6months 17. How often will you re-measure? _____