

# AP3 Manual PDSA

Date: April 12, 2013



## PLAN-

**Objective** for this cycle

- *What do you hope to learn?*

We want to learn if the availability of the AP3 manual will reduce rework, error submission and wait time.

Specific questions to address:

1. Is the manual clear and concise?
2. Will agencies use the manual to get guidance and protocols?
3. Will the manual be user friendly?

## Predictions/Hypotheses

- *What do you think will happen when the test is done?*  
The manual will be use by AP3 programs to get guidance, protocol instructions and forms which will reduce errors, rework and wait time.

## Plan

For test: *who, what, when, how, where*:

The team will create a manual for pilot site and ad hoc members to test.

For data collection: *who, what, when, how, how long?*

The team will ask pilot site and ad hoc members if the manual is clear, concise, user friendly and easily accessible.

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**DO** Carry out the change/test.

- *Collect data.*
- *Note when completed, observations, problems encountered, and special circumstances*

**STUDY** Analyze and summarize data (quantitative and qualitative)

- *What went well?*
- *What could be improved?*

**ACT** Document what was learned and plan next cycle

- *Should Adapt, Adopt, or Abandon the change?*
- *What adaptations are needed?*
- *Are you confident that you should expand size/scope of test?*

## PDSA Cycle Tracking Form

**Name of Person Testing Change?  
Change Tested?**

Cycle No.	<u>PLAN</u>	<u>DO</u>	<u>STUDY</u>	<u>ACT</u>
	<ul style="list-style-type: none"> <li>• What did you test?</li> <li>• How did you test it?</li> <li>• Who and how many did you test it with?</li> </ul>	<p>Date Tested</p>	<ul style="list-style-type: none"> <li>• What did you learn?</li> <li>• What worked well?</li> <li>• What could be improved?</li> </ul>	<ul style="list-style-type: none"> <li>• How will you adapt the change?</li> </ul>
1	The content and readability of the AP3 Manual. The QI team collectively put the manual together based on their knowledge of AP3 and their expertise. The QI coach read the manual and provided feedback using track change. We also used survey monkey to gather information.	4/2/2013	We learn what we needed to change and to work on consistency of terms. How as a team we put the manual together, the use of track change and survey monkey.	Made suggested changes and will give the manual to ad hoc members to read and provide feedback.
2	The content and readability of the manual after making recommended changes. The manual was given to the pilot site and 2 ad hoc sites	5/8/2013	We learned the manual was easy to read, clear and they learned new information about TPPI program protocol & procedures.	No new adaptations.
3	The manual was disseminated to the pilot site, a new agency to the TPPI program and an agency that has work with us on another program but was new to APPP. We are testing it with the Orientation	6/5/2013	We learned the manual was easy to read, clear and they learned new information about TPPI program protocol & procedures.	No new adaptations

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