

Date _____

PLAN

Objective for this cycle

- *What do you hope to learn?*

The baseline rate of successful contact via reminder call

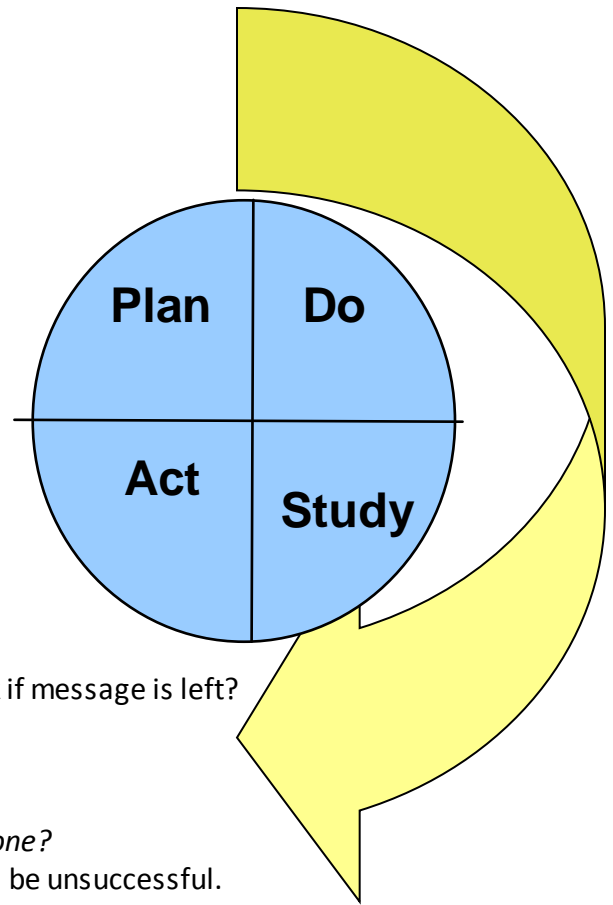
Specific questions to address:

1. What is the baseline? Can they get to everyone?
2. How long does this take?
3. Is phone contact the best and do patients call back if message is left?

Predictions/Hypotheses

- *What do you think will happen when the test is done?*

We will have more clear data to plan. Many calls will be unsuccessful.



Plan

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

Front desk staff will call all patients to remind them of appointment on every day for 7 business days..

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

Front desk staff will document and tally on the paper schedule for each day of business.

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> <ul style="list-style-type: none">• What did you test?• How did you test it?• Who and how many did you test it with?	<u>DO</u> Date Tested	<u>STUDY</u> <ul style="list-style-type: none">• What did you learn?• What worked well?• What could be improved?	<u>ACT</u> <ul style="list-style-type: none">• How will you adapt the change?
1				
2				

3				
4				
5				

