The worksheet will help you plan, implement, study, and interpret the effectiveness of each PDSA cycle you implement. The light grey text is to guide you through the completion of this form. Delete the light grey text and replace it with your own content.

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| **QUALITY IMPROVEMENT PROJECT**– Overview and administrative information. |
| **Goal** | *Specify a SMARTIE goal (specific, measurable, attainable, realistic, time based, Inclusive, and Equitable).* |
| **Target Population** | *Describe the target population for this quality improvement project. For example: pregnant women.*  |
| **Stakeholders** | Dental Office * Front Office staff
* RDH/RDA
* Office Manager
* Dentist
* Dental Director
* Other:
 | OB/GYN Office* Front Office staff
* Medical Assistant
* Office Manager
* Nurse/RN
* Doctor
* Medical Director
* Other:
 | Pediatric Office* Front Office staff
* Medical Assistant
* Office Manager
* Nurse/RN
* Doctor
* Medical Director
* Other:
 | Other Participants* CPSP Staff
* WIC Staff
* Client(s)
* Other:
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| **PLAN** – Develop your action plan and data collection plan.  |
| **Objective** | *What do you hope to learn from this cycle? Why is it important?*  | **Hypotheses** | *What do you think will happen when the test is complete? If… then…* |
| **Action Plan**  | **Who** | *Who is implementing the test? Who and how many are you testing it on?* | **What** | *What change are you testing?* |
| **Where/ When** | *Where will the change take place? When are you going to test it (start/end date, frequency)?* | **How** | *How are you going to implement the test?* |
| **Required Resources** | *What resources will you need to dedicate to this test? Do you need to get approval for additional resources to implement the test? (Staff time, additional FTEs, budget, etc.)* |
| **Data Collection Plan** | **What** | *What information/data is important to collect in the PDSA cycle? What will you measure to determine if your prediction/ hypothesis succeeds?* | **How** | *How will the PDSA data be collected? How will you know if the change is an improvement?* |

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| **DO** – Carry out the change/test. |
| **Was the PDSA Cycle Carried Out as Planned?** | * Yes.
* No. It did not go according to plan because: *Why? Did you try anything to mitigate the barrier?*
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| **Description** | *Describe what happened when you actually ran the test?*  |
| **Data and Observations** | *What data did you collect? What did you observe?* |

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| **STUDY** – Analyze the results and compare them to your predictions.  |
| **Summary of Results** | *Describe what your data showed. For example…The dental office receptionist wore a telephone headset and reduce the telephone wait time by 80% (5 minutes to 1 minute).*  |
| **Did The Results Match Your Predictions?** |  [ ]  Yes  [ ]  No. The measured results varied from our predictions because: *Why?* |
| **What Could Be Improved?** | *What would you change for the next cycle? Why?*  |

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| **ACT** – Identify next steps. |
| **Next Steps:** Identify whether you plan to adapt, adopt, or abandon the change you tested in this PDSA cycle. Select only 1. |
| [ ]  **Adapt**: Improve the change and continue testing.  | [ ]  **Adopt**: Select changes to implement on a larger scale. | [ ]  **Abandon**: Discard this change and try something new. |

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