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** | By December 31, 2020, Clinic A will increase the number of pregnant women that successfully complete their dental treatment plan by 10 percentage points over the baseline (15%), with at least 1% of homeless women completing their dental treatment plan, according to clinic A Electronic Dental Record (EDR) audit. | | | |
| **Target Population** | Pregnant women | | | |
| **Stakeholders** | Dental Office   * Front Office staff * RDH/RDA * Office Manager * Dentist * Dental Director * Other: Scheduling Coordinator | 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** | Dental team will use a script explaining the safety of dental care during pregnancy. | | **Hypotheses** | If the dentist uses this script with all pregnant patients he sees, then we’ll see an increase in the number of pregnant women successfully completing their dental treatment plans. | |
| **Action Plan** | **Who** | One Dentist (John Doe) will implement this script on all pregnant patients he sees. The Office manager will collect the data. The scheduling coordinator will identify the pregnant women eligible to participate. | **What** | The script on the safety of dental care during pregnancy is being tested. | |
| **Where/ When** | The test will occur at Clinic A on a daily basis for one month – August 1-31, 2020. | **How** | Using the script during the comprehensive oral exam appointment. | |
| **Required Resources** | Script development, review, and revisions by dental team. One FTE dentist willing to memorize the script and apply it to each eligible patient. Office Manager’s time to evaluate effectiveness. No budget required. | | | | |
| **Data Collection Plan** | **What** | *Numerator: Total number of pregnant women seen by Dentist (John Doe) From August 1-31, 2020 who completed their treatment plan.*  Denominator: Total number of pregnant women seen by Dentist (John Doe) from August 1-31, 2020. | **How** | | The Office Manager will print out a list of all pregnant patients seen by Dentist (John Doe) and use an EDR audit to collect data. Will analyze data using a run chart to determine if special cause variation is present and, if present, determine if that change was 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: *N/A* |
| **Description** | At first, the dentist forgot to use the script with a few patients because it wasn’t routine. We solved this by having the front office staff remind the dentist to use the script. The script was clear and easy to use. The patients offered candid feedback that they appreciated learning about the safety of completing their dental plan during pregnancy. |
| **Data and Observations** | The Scheduling Coordinator identified the pregnant women seen by the Dentist (John Doe) during the timeframe. The Office Manager audited the EDRs for these patients and used an Excel tracking log to summarize the findings. Data was collected on daily basis. She then interpreted a run chart of the data and saw special cause variation. |

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| **STUDY** – Analyze the results and compare them to your predictions. | |
| **Summary of Results** | We saw a 25% increase in the number of pregnant women seen by dentist (John Doe) from August 1-31, 2020 who successfully completed their dental treatment plan. (Dentist John Doe typically see’s about 33% of Clinic A’s dental patients.) |
| **Did The Results Match Your Predictions?** | * Yes * No. The measured results varied from our predictions because: N/A |
| **What Could Be Improved?** | In the next cycle, we’ll make sure the front office staff reminds the dentist to use the script with each patient so that it isn’t mistakenly forgotten. We’ll expand this to an additional dentist in the next cycle and expand the testing time period to two months. |

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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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