Collaborative Plans and Team Report Outs

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February 4, 2011

This presenter has nothing to disclose.

Session Objectives

Participants will be able to:

- Provide an opportunity for teams to finalize and submit their Project Plans for the year.

- Report out on and discuss outcomes of Learning Session.

- Provide an opportunity for State leaders to meet to plan follow-up activities.

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Your Turn

- Plan your next steps for going home on the ACTION PLANNING FORM

- Document plans for your first test using the PDSA Form

- Be prepared to share your plans with a "buddy" team

Hospital: _____ Pilot Unit: _____ ACTION PLANNING FORM

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Aim Statement: _____

Key Changes	Processes	Status of Change	Ideas for Testing & Designing Reliable Processes	Process Measures	Who will lead? Timeline?
III. Provide Real-time Handover Communications	a. Reconcile medications at discharge.				
	b. Provide customized, real-time critical information to the next clinical care provider(s)				
	c. Give patients and family members a patient-friendly discharge plan.				
	d. For high-risk patients, a clinician calls the individual listed as the patient's emergency contact to discuss the patient's status and plan of care				
	e.				

Preparing to Test: Your team is collecting baseline data; meeting with key informants or team members and constituents; flowcharting or observing the process.
Testing: Your team is trying a change to see if the change results in improvement; there is no assumption that the change tested is permanent yet. A test of change involves complete Plan-Do-Study-Act cycles[1].
Implementing: Your team is making a successful change permanent. Implementation will often require changing documentation, written policy, hiring, training, and organizational infrastructure - activities usually not required in the testing phase. Implementation, like testing, will requires the use of multiple Plan-Do-Study-Act cycles for continued learning.
Standard Work in Place (with >90% reliability): Your team has developed a highly specified process which is currently in use; documentation exists that indicates the process is followed at least 90% of the time.

| **PDSA Worksheet**	**Team Name:**_____
	Cycle start date:_____ **Cycle end date:**_____

PLAN: Area to work on:
Describe the change you are testing and state the question you want this test to answer (If I do x will y happen?)
What do you predict the result will be?
What measure will you use to learn if this test is successful or has promise?
Plan for change or test: who, what, when, where
Data collection plan: who, what, when, where

A   P
S   D
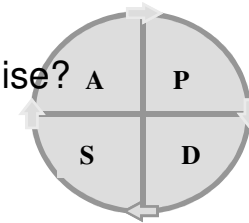
DO: Report what happened when you carried out the test. Describe observations, findings, problems encountered, special circumstances.

STUDY: Compare your results to your predictions. What did you learn? Any surprises?

ACT: Modifications or refinements for the next cycle; what will you do next?

Share your Plans

- Find a team near your table

- Each team shares their Action Plan and first PDSA with each other, with the "listening" team asking questions and providing feedback

Questions to Ask

- ## Action Plans:
  - Is your team's overall aim clear, i.e., what by when plus target level of improvement?
  - Does your team have a plan for working in each change area (i.e., a sequence?)

- ## PDSAs:
  - Are you clear on **what** you are doing and **why**? **Who** is doing it and **when**? How will you **measure** the results?

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