

Plan Do Study Act (PDSA) Master Planner

Practice Name		Activity number		Start date	
Activity Description					
				Finish date	

PLAN: What do we want to happen?

How do I use this list? (What is the desired outcome)

Pick an activity from the list and add it to your PDSA Worksheet, choose a new activity every 2 days or every week. Pick the activities that are relevant to your practice and check them off once completed. Celebrate your success and look at all you have accomplished throughout the project.

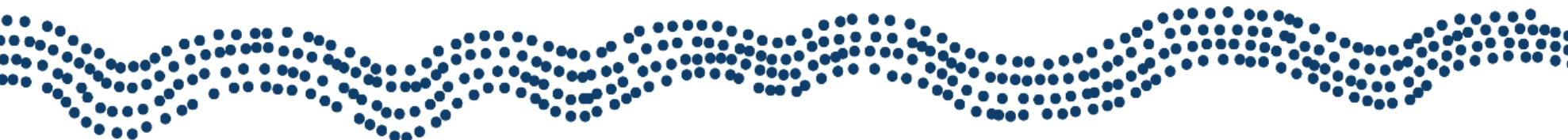
How are you going to do this? (Choose the activities that are relevant to your practice over the course of the project)

What will we do?	Who will do it?	When will it be completed?	Where can I find this information?	Tick when completed
Link NCSR to practice software	Practice Manager	Week 1	NCSR	
Identify patients who are eligible for screening and flag them to receive an offer for screening (use NCSR, primary sense or practice software)	Practice Manager		Brisbane North PHN Quality Improvement Engagement Officer can assist with this	
Place how-to-self-collect instructions in clinic toilets	Practice Admin		Brisbane North PHN Health Pathways "cervical screening" scroll to the bottom for resources "for patients"	

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What will we do?	Who will do it?	When will it be completed?	Where can I find this information?	Tick when completed
Attend educational webinar on cervical screening self-collection	*At least one GP, practice nurse and practice manager/practice quality improvement lead to attend	October 24 or November 1, 2023	View recordings on Brisbane North PHN practice support webpage	
GP/Practice Nurse further increase knowledge on cervical screening by doing online learning	GP Practice Nurse	Available on demand	True Brisbane North Health Pathways under "cervical screening" for health professionals at bottom of the pathway resources for "health professionals"	
Have a quick team meeting to discuss how self-collection can we implemented in your practice. Consider how to offer to those not currently booked in for screening.	Practice Manager organize (GP, nurse and practice manager present for whole of team approach		Refer to information learned in Webinar	
GPs and practice nurses review material including conversation starters to encourage self-collection opportunistically	GP and practice nurses		Refer to information learned in Webinar	
Have a practice nurse who is available to supervise/answer questions on cervical self-collection				
Create a template in the clinical software or use the manual GP offer tracker to keep track of the number of times that cervical screening was offered to patients	Practice Manager Practice Admin GP Nurse		Best practice procedure Medical Director procedure	



DO - Document progress, include any errors or barriers.

What did you observe? (This may include how the people react, how the change fits in with your system)

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What were the barriers or challenges, did anything unexpected happen?

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STUDY - what worked and what didn't?

What went well?

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What could be improved?

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ACT

Did it work? What are the next steps?

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Name		Position	
Signature		Date Completed	

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