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| **PDSA**  **Step** | **Topic** | **Owner** | **Steps – Action Items** | **Evaluation of Effectiveness** |
| Plan | Communication Plan initiated |  | 1. Communication template  2. Develop message to pass to stakeholders about project  3. Disseminate information to stakeholders |  |
| Form the Team |  | 1. Invite key stakeholders to join the team  2. schedule team meeting  3. prepare for the meeting |  |
| Review the current state with a Root Cause Analysis Tool |  | 1. Designate team member(s) to review charts for the last 5 CLABSI events or last 5 patients with central lines with the process discovery tool |  |
| List the areas for improvement |  | 1. Team reviews the opportunities from the process discovery tool |  |
| Prioritize the problem to solve using the priority matrix |  | 1. Use the priority matrix or other method to select the priority problem to solve |  |
| SMART Goal for Project |  | Develop Specific, Measurable, Achievable, Realistic and Timely goal for project |  |
| Brainstorm Solutions for the priority problem |  | 1. Use one of the brainstorming methods to solve the priority problem. |  |
| Prioritize the solution to implement using the prioritization matrix |  | 1. Use the priority matrix or other method to select the priority solution to solve the problem |  |
| Review and problem solve for any barriers |  | 1. List and solve for any potential barriers or resistance to implementing the priority problem solution. |  |
| Develop Action Plan for implementing Solution |  | 1. Use the Action plan template to list steps for implementing the priority solution |  |
| Develop Data Collection Plan |  | Team decides on data to collect.  Frequency of data collection  Instructions for collecting data for the auditors  Method to display project data and location |  |
| Do | Conduct Training |  | 1. Train all stakeholders on the new process or change |  |
| Implement Solution |  | 1. Implement the priority solution |  |
| Study | Collect Surveys or Data |  | 1. Collect the data and assimilate into a useable format |  |
| Review Data for opportunities for improvement |  | 1. Review data for any opportunities to improve the priority solution |  |
| Adjust implemented solution based on feedback |  | 1. Improve the current solution based on feedback |  |
| Act | Review barriers, challenges |  | 1. What challenges continue to exist with these harm areas? |  |
| Implement improved solution |  | 1. Implement the improved solution |  |
| Celebrate wins with each accomplished goal |  | 1. Time to party 😊 |  |

Additional questions to consider:

1. What specific interventions or assistance do you attribute to the improvement achieved? Could these be implemented on an additional Unit?
2. Please describe details about how collaboration or partnerships with other facilities supported your action plan.
3. Did you identify any disparities related to your project outcomes?
4. What changes were required for your action plan during the study phase of your project?
5. What have you achieved as a result of your action plan?
6. What are your next steps?

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