

CAPA Improvement (PDSA) Worksheet

Date:

Who is leading?

Who else is involved?

Some ideas to help you complete this worksheet	
<p>Plan</p> <p>What are you trying to accomplish?</p>	<p>Be specific. E.g.</p> <ul style="list-style-type: none"> • 'To increase the opportunity for people to use the stairs' • 'To increase Mrs. Smith's participation in local events' • 'To make the afternoon tea time more active' • 'To involve relatives in encouraging movement when service not present' • 'To improve 5 people's ability to sit to stand'
<p>What is the current situation? What evidence do you have to tell you this?</p>	<p>Gather evidence if you don't have any. What is your baseline from which to improve?</p> <p>Can you measure or count anything? Can you ask someone their opinion? E.g. Older person questionnaire; Relative questionnaire; Balance test; Grip strength test; Sit to stand test ; Number of falls; Number of people moving in a morning; Number of people using the garden.</p>
<p>How will you know that a change is an improvement?</p>	<p>How will this improve things for the person experiencing care? Make predictions of what will happen. Remember to plan to gather evidence (e.g. in 6 weeks)</p> <ul style="list-style-type: none"> • Asking people, relatives, visitors, staff? • An increase in leg strength? • A reduction in falls? • Better balance? • More individual interests? • People moving more? • More chat? • Easier to stand up from chair? • Walking further?

<p>Do Go and try it out! Diary/Record (jot down your notes here as you try your improvement plan)</p>	<p>What happened? Note the successes and challenges. Take photos. Jot down what people/staff/families said. What did you notice? If you write it down it will help you remember. What are you pleased with? How did it go? Any small changes you or someone else noticed? What did people say? Each time you try it out, record what happened.</p>
<p>Study Date you studied progress: _____</p> <p>What went well?</p> <p>What didn't go well?</p>	<p>At some stage stop and check to see how you are doing. What do your measurements tell you? Have you rechecked any of your measures? Have you asked for feedback? How will you celebrate success? Share successes. Why do you think things didn't go to plan? What did you learn from this? Who else can help?</p>
<p>Act/Adjust Based on what you now know, what are you going to do this time?</p>	<p>Get relatives involved? What forces are helping or hindering? Keep going. Seek other supports (e.g. CAPA advisor) Find help locally Find a new way around some barrier. Plan the same thing with another person experiencing care. Talk to other staff etc. Involve other people experiencing care Make one amendment How will you overcome unexpected barriers? Who do you need to get on board? Who do you need to tell? Do you need support/guidance from your manager/CAPA advisor? Be as specific as you can be</p>