

Alcohol Reduction: QI activity – level 3

Utilise this template for quality improvement planning and save as evidence of quality improvement activity.

STEP 1: Involves answering the three Fundamental Questions – “The thinking part”.

1. What are we trying to achieve?

By answering this question, you will develop your GOAL for improvement. This should be time specific and measurable.

2. How will we know that a change is an improvement?

By answering this question, you will develop the MEASURES to track the achievement of your goal.

3. What changes can we make that will lead to an improvement?

List your small steps/ideas, by answering this question you will develop the ideas that you can test to achieve your goal.

STEP 2: Involves testing the change in real work settings – “The doing part”.



IDEA:

Describe the idea you are testing: refer to the third Fundamental Question.

Level 3 QI Activity Idea (whole of practice level):

- Organise an alcohol reduction clinic in your practice that is run by clinicians and supported by practice administration. Visit [Australian Primary Health Care Nurses Association \(APNA\)/What are nurse clinics](#) for more information in establishing nurse-led clinics.



PLAN:

What, who, when, where, predictions & data to be collected.

- What do you plan to do? E.g. data audits/cleansing (utilising PenCs/POLAR/Primary Sense), recalls and reminders.
- What do you hope to achieve? Discuss the measurements that will be used and how they will be tracked.
- How are you going to do this? Discuss how you will monitor data and benchmark improvements made.
- Who will be involved? Designate tasks, and ensure there is a team approach.
- When will this take place? Specify timeframes for tasks.



DO:

Carry out the plan, collect data, and document observations.

- Write down observations that are made during the implementation of the idea.
- Describe whether the team worked together well, if there were difficulties with assigned tasks, if patients had a good experience and note any feedback.
- Did everything go to plan or were there unexpected outcomes?



STUDY:

Was the plan executed? Document any unexpected events or problems.

- Write down your reflections of what happened and document any unexpected events or problems.
- Will you implement the change on a larger scale, refine the idea or test a different idea?



ACT:

What will you take forward from this cycle? (What is your next step/PDSA cycle?)

- Utilising the findings from this PDSA cycle, what will you do next?
- Document what you have learnt, whether a change has been made, if the measure was achieved, or what could be done differently.
- Plan your next PDSA cycle.