## **Cancer Institute NSW**



## Alcohol Reduction: QI activity – level 2

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?

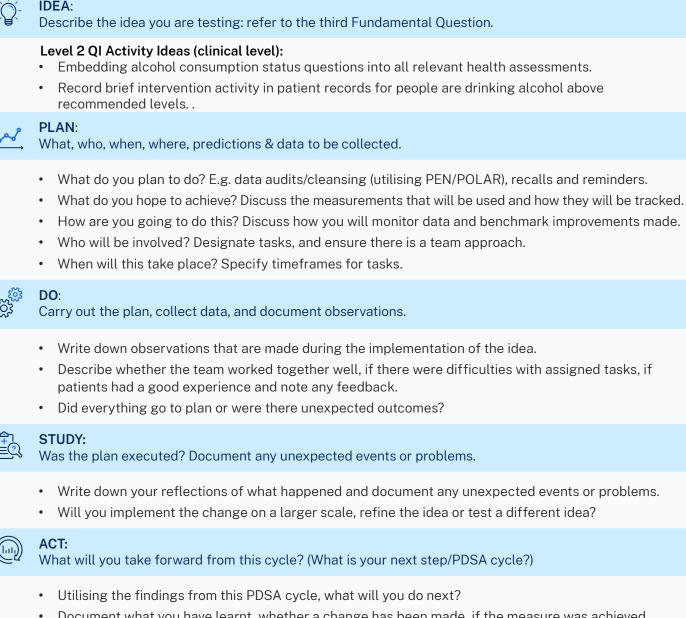
By answering this question, you will develop your GOAL for improvement. This should be time specific and measurable.

**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".



- 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.

