**PDSA template**

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| **Aim (overall goal for this project)** | | | | | |
| To design and implement an electronic patient record template (EPRT) that improves the quality of record keeping in OOKP patient follow-up. | | | | | |
| **Change idea** | | | | | |
| Use Microsoft Excel to design an EPRT. Implement this template in follow-up consultation and measure its effect. Iteratively modify the template based on user experience and data. | | | | | |
| **PDSA objective: Describe the objective for this PDSA cycle** | | **Cycle No: 3** | **What questions do you want answered for this test of change?** | | |
| To implement version 4 of the EPRT in clinic and test in a simulated setting. | | | What kind of issues/challenges did the user face from using record template in the simulated setting?  How satisfied is the user that the template met their needs?  Did using the template improve adherence to SE STAR score?  Did using the template improve adherence to follow-up score?  What can we do to make the template even better next time? | | |
| **Predict what will happen when the test is carried out.** | | | **Measures to determine if prediction succeeds** | | |
| * Adherence to STAR and Follow-up score will remain high. * Documentation time will remain similar to previous clinics. * Errors will occur in ‘automatic examination summary’ function. | | | * SE STAR score deductions. * Follow-up score deductions. * Documentation time. * Observe and record issues encountered. | | |
| **Plan** | | | | | |
| **List the tasks needed to set up this test of change.** | | | **Person responsible** | **When to be done** | **Where to be done** |
| * Discuss version 4 prior to clinic. * Download latest version of template onto trust computer. * Be present in clinic to observe issues. | | | JE (student). | Before 05/02/21. | Sussex eye hospital. |
| **Do** | **Describe what happened when you ran the test.** | | | | |
| **Four EPRs were completed.**  **CL comments:**   * Unable to add free text to cells with drop down lists. * No option to take medication at night (‘ON’). * History section not chronological. Should be moved so it’s the first thing completed.   **JE Comments:**   * Simulated clinic ran well. | | | | | |
| **Study** | **Describe the measured results and how they compared to the predictions.** | | | | |
| * Excellent adherence to SE STAR criteria with only one omission across all four EPRs (signature). * Good adherence to follow-up criteria. Most omissions were in ‘refraction’ and ‘diagram’. * Documentation time remained low compared to clinic 1 and decreased as each EPR was completed (04:30, 04:20, 3:28, 03:14). * No errors in ‘automatic examination summary’ section. | | | | | |
| **Act** | **Describe what modifications in the plan will be made for the next cycle from what you learned.** | | | | |
| * Drop down lists allow free-text to be added. * More drop down list options for ‘medication’ section added. * Position of ‘history’ section moved. | | | | | |