**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: 4** | **What questions do you want answered for this test of change?** | | |
| To implement version 5 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. | | | * 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 5 prior to clinic. * Download latest version of template onto trust computer. * Be present in clinic to observe issues. | | | JE (student). | Before 19/02/21. | Sussex eye hospital. |
| **Do** | **Describe what happened when you ran the test.** | | | | |
| **Five EPRs were completed.**  **CL comments:**   * ‘Automatic examination summary’ section needs to be enlarged. * ‘6/5’ missing from visual acuity.   **JE Comments:**   * Simulated clinic ran well. * Spelling mistake: ‘chlorophenicol’ to ‘chloramphenicol’. | | | | | |
| **Study** | **Describe the measured results and how they compared to the predictions.** | | | | |
| * Excellent adherence to SE STAR criteria with no omissions. * Adherence to follow-up criteria decreased slightly. ‘Refraction’ and ‘imaging’ not completed in any EPRs. * Documentation time remains low (04:18, 05:18, 3:27, 5:10, 03:53). | | | | | |
| **Act** | **Describe what modifications in the plan will be made for the next cycle from what you learned.** | | | | |
| * ‘6/5’ added to drop down of visual acuity. * Spelling mistakes corrected. | | | | | |