**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: Pre-clinic** | **What questions do you want answered for this test of change?** | | |
| To discuss the template prototype and any modifications that should be made before testing in clinic. | | | What kind of issues/challenges does the user anticipate using the template for the first time?  How satisfied is the user that the template will meet their needs in clinic? | | |
| **Predict what will happen when the test is carried out.** | | | **Measures to determine if prediction succeeds** | | |
| * Bugs/errors will be encountered. * User may have a specific layout or design features in mind that should be accommodated for. | | | * Observe and document the issues encountered by user. * Empirical measures (i.e. SE STAR score, follow-up score) not required in this cycle. | | |
| **Plan** | | | | | |
| **List the tasks needed to set up this test of change.** | | | **Person responsible** | **When to be done** | **Where to be done** |
| * Organise meeting to discuss the template prototype. * Ascertain if NHS trust computers allow use of Excel macros. * Template must be pre-downloaded onto trust computer prior to meeting. | | | JE (student). | Before first clinic on 15/12/20. | Sussex eye hospital. |
| **Do** | **Describe what happened when you ran the test.** | | | | |
| **CL (user) comments:**   * A diagram section should be added. * If an eye is marked non-OOKP or blind/absent, more sections should be ‘greyed out’. Such as ‘Buccal mucous membrane’, ‘Optical cylinder’ etc. * Drop down lists should be added to improve completion time.   **JE Comments:**   * Some cells should be widened to accommodate more information | | | | | |
| **Study** | **Describe the measured results and how they compared to the predictions.** | | | | |
| **Not relevant (no measured results)**  **General observations:** User content with prototype design. Happy to proceed to implementation in clinic. | | | | | |
| **Act** | **Describe what modifications in the plan will be made for the next cycle from what you learned.** | | | | |
| Modifications in ‘Do’ section made in preparation for the next clinic. | | | | | |