## Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Change Form for Well Planned Action Series

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| WHAT | WHEN |
| AIM | **What practice do you want to change?** *e.g. Improve communication of patients’ medical goals for discharge by optimizing STR*  | Date you are starting this practice change (dd/mm/yyyy) |
| PLAN | **What needs to be in place to do this?** *Is everyone familiar with STR already? Are team members likely to be talking to each other or do you need to share the idea with others? How are you going to do this?* ***Write down what steps you need to take and who is going to do them.***  | When will you start? Today? Tomorrow? On Monday? |
| DO | **What will be done to implement the plan?***e.g. Have two team members try connecting after STR to focus on communicating medical goals for discharge on their next shift. Write down the start date and when you are going to try the tool.*   | When did you actually start? (dd/mm/yyyy) |
| STUDY | **What outcomes are you measuring? How are you measuring it?***Use STOP Tool. Take a couple of minutes to run through the experience, what went well, what you might improve and what action you will take.***S**ummarize the case**T**hings that went well**O**pportunities to improve | When did you debrief? (dd/mm/yyyy) |
| ACT | **What did your results tell you to do next? (Adopt/Adapt/Abandon)***It is likely that there were elements that worked well that you want to keep or adapt, elements that maybe didn’t work at all and you may want to abandon, and some new ideas for improving or adapting the process. Take one of the ideas and put this in a new Change Form under “aim”.* **P**oints of action | Go to a new Change Form |

## The more often you can meet to debrief, the more changes you can try. We suggest you try and debrief regularly to keep the cycle of changes and improvements going.