

# Guide to Plan-do-study-act (PDSA) cycles

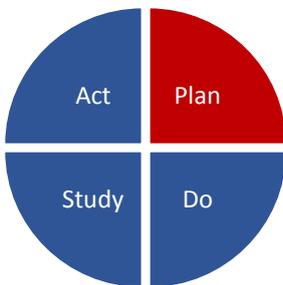
## THE PDSA CYCLE

The Plan-Do-Study-Act cycle is a useful tool for documenting a test of change. You develop a plan to test your change (Plan), test the change (Do), analyse and learn from the test (Study) and determine whether to adopt, amend or abandon the change (Act).

## PDSA WORKSHEET

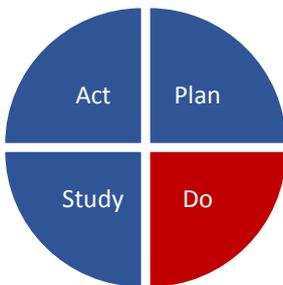
It is best to adopt a team approach in completing a PDSA cycle. In most improvement projects, teams will test several different changes, and each change may go through several PDSA cycles as you test, evaluate and decided how to progress your changes. You should fill out one PDSA worksheet for each change you test. This will allow you keep track of all the changes you have tested and have a record of your learning.

## HOW TO COMPLETE A PDSA WORKSHEET



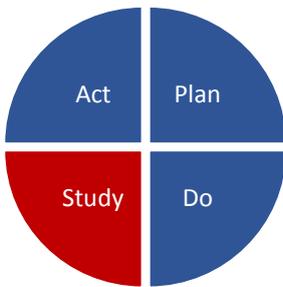
### Plan

- State the question you want to answer and make a prediction about what you think will happen
- Plan what will be tested, who will test the change, when and where it will be tested
- Identify what data you will need to collect



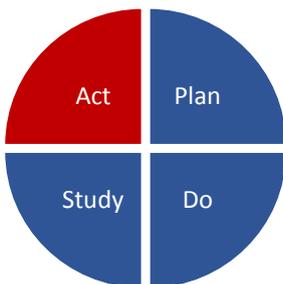
### Do

- Run the test on a small scale
- Document what happened, including problems and unexpected observations
- Collect and begin to analyse data



### Study

- Complete your analysis of the data
- Compare the data to the prediction
- Summarise and reflect on what happened



### Act

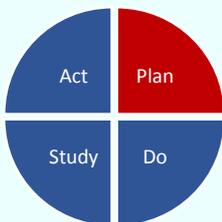
Make a plan for your next steps based on what you learnt from the test.

You can either:

- Adopt - test the change on a larger scale; make a plan for the next PDSA cycle
- Adapt – make modifications and run another test; make a plan for the next PDSA cycle
- Abandon – don't do another test on this change as it has been

shown to have no potential to achieve the desired result

## Example PDSA Worksheet



***Plan: plan the test including data collection***

### 1.State the question you want to answer and make a prediction about what you think will happen:

Question: will staff and patients like the new goal setting questionnaire?

Prediction: *we have done some stakeholder engagement and so we predict they will like the questionnaire*

Question: How much time will staff need to administer these questionnaires?

Prediction: *it will take more time at first (approx. 10 minutes) but it will become quicker and more efficient with practise*

Question: will it be worthwhile?

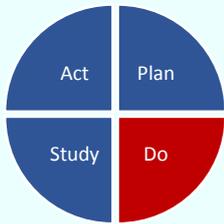
Prediction: *staff and patients have been consulted and they have indicated they feel it is worthwhile*

### 2. Plan what will be tested, who will test the change, when and where it will be tested:

On Monday 6<sup>th</sup> July each physiotherapist will administer the questionnaire to the last patient of the day

**3. Identify what data you will need to collect:**

Each physiotherapist will time how long it takes to complete the questionnaire, collect the patient's view on whether they liked the questionnaire and how worthwhile they found it, and each physiotherapist will feedback whether they liked the questionnaire and how worthwhile they found it



***Do: run the test on a small scale and complete your data collection***

**1. Describe what happened**

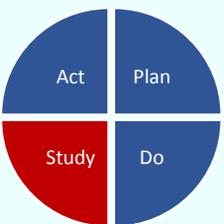
Five physiotherapists completed paper copies of the questionnaire with their last patient on Monday 6<sup>th</sup> July.

**2. What observations did you make?**

Three of the physiotherapists found it took between 10 and 15 minutes to complete, two found it took less than 10 minutes to complete. The three physiotherapists who took longer than 10 minutes to complete it needed to explain in detail the purpose of the goal setting questionnaire to their patients but they were then confident their patients understood its purpose and found it to be worthwhile. All the physiotherapists liked the questionnaire and felt it was worthwhile but were concerned about the time it took to complete as their patient appointments are restricted to 30 minutes. One patient didn't feel the questionnaire was worthwhile but the physiotherapist felt they didn't explain it very well as they were running late and the patient was in a hurry.

**3. Any problems?**

No problems were encountered



***Study: analyse the results and compare them to your predictions***

**Summarise and reflect on what you learned**

Prediction: *we have done some stakeholder engagement and so we predict they will like the questionnaire*

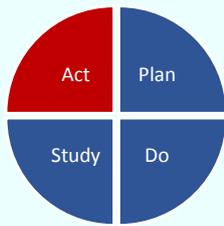
Result: not all our patients liked the questionnaire but their situation may have influenced the results; all the physiotherapists liked the questionnaire

Prediction: *it will take more time at first (approx. 10 minutes) but it will become quicker and more efficient with practise*

Result: in a majority of cases completion of the questionnaire took longer than we anticipated but staff are unfamiliar with it

Prediction: *staff and patients have been consulted and they have indicated they feel it is worthwhile*

Result: staff do feel it is worthwhile but we need to reduce the time it takes to administer. A majority of the patients felt it was worthwhile.



**Act: make a plan for your next steps based on what you learnt from the test**

**1. Determine what changes, if any, you should make – you can either adapt, adopt or abandon your change**

We will provide staff with more training on the questionnaire to increase their familiarity with it

The next test will then be the same physiotherapists administering the questionnaire to their last two patients of the day

**2. Use a new PDSA worksheet to plan your next PDSA cycle**