PDSAForm



Date Initiated	Main Staff Contact	PDSA Cycle	We plan to	We hope this produces	Steps to execute	What did you observe?	Did you meet your measurement goal?	What did you conclude from this cycle?	Next Action Step
	See list of Tactical Items for corresponding Item #								
2									
3 01/25/13	Karen	01: Create an MCN Development	Google Development Plans and each identify our	an understanding of where we are going with this	Individual research on line.	We did not find a ready-made organizational development plan	We did not.	We need to schedule time to	Del will set up skype meeting
4 02/13/13	Jennie	03: Apply to 5 new foundations	Consider PCORI application	partnership with MacColl and grant funding	Meet with Michael Parchman	Michael and MCN energized to apply June 15 for LOI for Aspect 5	yes	MCN and MacColl to partner on	
5 02/01/13	Jennie	03: apply to five new foundations	apply to ITHS with LOI	full application request	write LOI and get support letter	LOI submitted	yes		wait for results of LOI
6 02/13/13	Jennie	03: Apply to five new foundations	LOI accepted from ITHS!	full apllication	Partner with Michael Parchman,				
7 01/29/13	Adrian	04: Develop an advocacy agenda	Have first meeting week of 1/28/13	Understanding of tactical action and identifying key	1) Email interested members 2)	Doodle does not work to reach members to coordinate meeting	No	After two doodle attemps, we	
8 02/06/13	Adrian	04: Develop an Advocacy Agenda	Test use of Smartsheet discussion as mechanism for	Clarity around tactical action and next steps.	Begin Smartsheet Discussion				
9 02/11/13	Jillian	10 Staff Meeting Redesign	Revise guiding/discussion questions for the check-in	More targeted discussion around needs to be	Jillian issues revised questions				
10 01/28/13	Jillian	10: Staff Meeting Reengineering	Move the time of staff meetings to 1pm CST	More thoughtful and organized discussions and	Propose a new time, get	Staff seemed to be more engaged, aware of time and prepared to	We did not set a measurement	The later time is an	There is still work to be done to
11 02/01/13	Jillian	10: Staff Meeting Rengineering	Introduce a set of questions to guide the check-in	More thoughtful and organized discussions and	1. Send an email with proposed	Questions seemed to give more structure to the check-ins. 100%	Yes	Questions are helpful, but need	Revised questions for next staff
12 02/11/13	Theressa	22: Formal intern process	Send out email to two orgs who previously showed	a request to interview intern	Send initial email describing				
13 02/01/13	Becca/Jennie	22: Formal intern program	Create a smartsheet to track all intern contacts and	organizational clarity	Becca set up smartsheet.	Becca and Jennie agreed on sheet.		need to spread to staff	staff informed of intern
14 02/11/13	Jennie	22: Intern communication	add Theressa's summary as an attachment	more resource information	ask Theressa to add				
15 02/11/13	Jennie	22: Intern communication	Michael to enter Salibury office interns	more complete entries	ask Micahel again	stated they couldn't do it until Feb 18	No	delays are probable if it isn't a	get commitment from staff to
16 02/06/13	Jennie	23: Clinician Engagement	Host a gathering at Western Forum to assess clinical	networking, increased knowledge of MCN, learning	Contact Seth about a meeting				hold meeting
17 02/13/13	Jennie	23: Clinician engagement	Establish Card Study	Sentinel Network of MCN clinicians	learn about method, pick topic,				
18 01/25/13	Jennie	24: communication	clarity and accuracy in emails by matching subject line	improve efficiency and accuracy in communication	1. emailed all staff asking them	much better although unclear if sustained	yes	continue another week or two of	observe another couple of
19 01/29/13	Theressa	50: TA manual	Test the use of the manual	Feedback on real-time issues encountered with the	1.Hold a training session on the	This PDSA has been delayed by one week due to problems with	No	continue another week	observe antoher week
20 01/31/13	Eric/Beoca/Jennie	51: Set up PDSA tracking sheet	Set up a tracking sheet for all of MCN's Tactical	Support and clarity for all of the staff regarding	1. Jennie, Becca, Karen, and	1. Need a sorting method for tactical headings 2. different levels of	Yes	We're off to a good start and we	See next PDSA
21 02/13/13	ER/BP/JM/KM	51: Reinforce Process at Monday	Incorporate a more effective update regarding this	More clarity and confidence regarding the new	1. Karen, Jennie, and/or Becca				
22 02/13/13	ER/BP/JM/KM	51: Strengthen Tracking of PDSAs	Create an ongoing system of sorting the PDSAs on	More clarity regarding where we stand regarding	Becca to set up a weekly				
23 02/18/13	Jennie/Becca	22: Intern communication	call Kerry to complete PDSA with MD	completion of info	ask Becca to email or call Kerry				