

Model for Improvement (MFI) Step by Step Guide

Part 1

1. Identify measurable area(s) for improvement, then record the baseline data

What area(s) for improvement have you identified	Why might this be the case? <i>List a few reasons</i>	What are the potential consequences of not working on these area(s) of improvement? <i>*Not dependant on the individual reason(s)</i>
1 Area: Baseline:		
2 Area: Baseline:		

2. Identify the potential reasons that may be influencing the baseline value of area(s) for improvement

What area(s) for improvement have you identified	Why might this be the case? <i>List a few reasons</i>	What are the potential consequences of not working on these area(s) of improvement? <i>*Not dependant on the individual reason(s)</i>
1 Area: Baseline:		
2 Area: Baseline:		

3. Identify the potential consequences of not working on the selected area(s) for improvement

What area(s) for improvement have you identified	Why might this be the case? <i>List a few reasons</i>	What are the potential consequences of not working on these area(s) of improvement? <i>*Not dependant on the individual reason(s)</i>
1 Area: Baseline:		
2 Area: Baseline:		

Part 2

4. Input your chosen area(s) for improvement from Part 1

	Area(s) for Improvement	What steps will you take to improve the identified area(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			

5. Set up detailed steps to improve the identified area(s) for improvement

	Area(s) for Improvement	What steps will you take to improve the identified area(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			

6. Delegate a responsible person for each step

	Area(s) for Improvement	What steps will you take to improve the identified area(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			

7. Set a timeframe for each step

Area(s) for Improvement		What steps will you take to improve the identified area(s)?	Person Responsible	Timeframe
1	Area:			
2	Area:			

8. Set up a measurable, realistic, and achievable goal for each area for improvement

Prediction(s) <i>What outcome would you like to achieve?</i>
Area for Improvement 1:
Area for Improvement 2:

9. To be signed by both PHN and practice staff to agree on the plan

Agreed by (PHN staff name)		Agreed by (Practice staff name)	
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Part 3

Part 3 should be completed in the next practice visit / remote session (following the PIP QI quarter)

10. Identify if the plan was executed and document any difficulties faced

Do: <i>Was the plan executed? Document any barriers or challenges</i>

11. Record your practice's area(s) for improvement, its baseline data and the latest data

Study: Record, analyse and reflect on the results in the table below		
Area(s) for Improvement	Analysis and reflection on the latest results	What were the impacts of working on these area(s)? (e.g. practice workflow, staff, patients, etc.)
1 Area: Baseline Data: Latest Data:		
2 Area: Baseline Data: Latest Data:		

12. Analyse the collected data and compare it with your prediction for each area. If the outcome was different to the prediction, consider why this may be the case

Study: Record, analyse and reflect on the results in the table below

Area(s) for Improvement		Analysis and reflection on the latest results	What were the impacts of working on these area(s)? (e.g. practice workflow, staff, patients, etc.)
1	Area: Baseline Data: Latest Data:		
2	Area: Baseline Data: Latest Data:		

13. Identify the impacts of working on the chosen area(s), not limited to the aspects of practice workflow, staff and patients

Study: Record, analyse and reflect on the results in the table below

Area(s) for Improvement		Analysis and reflection on the latest results	What were the impacts of working on these area(s)? (e.g. practice workflow, staff, patients, etc.)
1	Area: Baseline Data: Latest Data:		
2	Area: Baseline Data: Latest Data:		

14. Considering this cycle, address other changes that you would like to implement. Document MFI completed date

Act: What will you take forward from this MFI?

MFI End Date:

It is time to start a new plan by repeating steps 1 to 9