**Start date: End date:**

**Total hours allocated:**

**GP name:**

Tally hours for Part 1 + 2

**Measuring Outcomes Activity Title:**

**Specific**

Provide a clear description of what needs to be achieved.

**Measurable**

Include a metric with a target that indicates success.

**Achievable**

Set a challenging target but keep it realistic.

**Relevant**

Keep your goal consistent with higher-level goals.

**Time-Bound**

Set a date for when your goal needs to be achieved.

**GP / GP group / Practice team: team:**

**Goal (S.M.A.R.T.):**

What are we trying to accomplish?

**PART 1** **THINKING PART**

**Measures:**

How will we know that a change is an improvement?

What data will we use to track our improvement?

**Activity team:**

* Name/ role
* Name/ role
* Name /role

**How to use this template**

**Information**

This RACGP-accredited **Measuring Outcomes Activity** systematically reviews aspects of GP’s clinical or practice performance against established best practice guidelines or standards. This activity can be undertaken by an individual GP, a group of GPs, practice or multidisciplinary team.

**Instructions**

This activity requires completion of both;

PART 1: The Thinking Part (page 1), and

PART 2: The Doing Part (pages 2 and 3)

* Complete Audit Cycle 1: Steps 1-4 (Plan, Do, Study, Act).

Monitor progress and sustain improvement by repeating the Audit cycle;

* Complete Audit Cycle 2: Steps 1-4 (Plan, Do, Study, Act).

Monitor progress and sustain improvement by repeating the Audit cycle (Steps 1-4) until desired, sustainable change has occurred.

* Complete Reflection.

An example Audit is included on the [Practice Connect portal](https://practiceconnect.com.au/workforce-development-project-echo/)

**CPD hours**

This activity will be accredited with RACGP/ACRRM for 10 Measuring Outcomes hours.

WVPHN will apply for Measuring Outcomes CPD hours on your behalf upon receipt of your completed activity. [**Submit completed activity**](https://practiceconnect.com.au/workforce-development-project-echo/)

**Note** Consider ethical, privacy (Privacy Act 1988) and confidentiality issues relating to patient information, where applicable. How will patient privacy, confidentiality and consent be addressed?

**Best Practice:**

What are the clinical guidelines and standards?

**Change Ideas:**

What change can we make that will result in an improvement?

**PLAN**

**Step 1**

**STUDY**

**Step 3**

**ACT**

**Step 4**

*Formulate a strategy.*

1. *Define the activity aim (What are you trying to accomplish in Cycle 1?)*
2. *Describe the method (how will the audit be done?)*
* *Audit Criteria*
* *Guidelines/Standards*
* *Data to be collected (by whom, when, where how)*
1. *Make a prediction*

 *Implement the plan and record observations.*

1. *Collect the required data or information (e.g. POLAR, PENCAT audit)*
2. *Compare practice data against the best practice guideline/s or standard/s from step 1.*

*Analyse and learn from the results.*

1. *Write down your observations*
2. *Did you meet your aim for cycle 1? Compare the data to your prediction*
3. *Identify changes or improvements required to meet the best practice guideline/s or standard/s*

*Determine next actions.*

1. *What did you conclude from the audit?*
2. *Describe how you will implement changes or improvements identified in Step 3c.*
3. *Outline strategies or steps on how to monitor progress.*

*\*Continue to Audit Cycle 2 on next page to implement changes*

**DO**

**Step 2**

**PART 2** **DOING PART**

Time taken:

Time taken:

Time taken:

Time taken:

Full Audit

Full Audit

Full Audit

Full Audit

If you wish to complete additional audit cycles to test more ideas, you will be eligible for a further 5 MO hours for each completed cycle. Cycles must be recorded in this document.

This full audit is accredited for 10 Measuring Outcomes CPD hours.

You are required to complete and submit two audit cycles (cycle 1 on pg. 2 and cycle 2 on pg. 3), followed by the Reflection.

**Step 5**

**Reflection**

**PLAN**

**Step 1**

**STUDY**

**Step 3**

**ACT**

**Step 4**

*Formulate a strategy.*

1. *Define the activity aim (What are you trying to accomplish in Cycle 2?)*

1. *Develop a plan and steps involved*
* *Who/When/Where*
* *Data to be collected*
* *Make a prediction*

 *Implement the plan and record observations.*

1. *Record what you did*
2. *Record the data collected and any observations.*

*Analyse and learn from the results.*

1. *Analyse the data and compare against your predictions in Step 1.*
2. *Did you meet your Full Audit SMART goal (from page 1)?*
3. *Record your observations, what went well, what could be done differently.*

*Review or extend activity?*

1. *What did you conclude from the audit?*
2. *What will your next actions be?*
3. *Outline how you will monitor progress.*
4. *Describe how to sustain improvement.*

**DO**

**Step 2**

**PART 2** **DOING PART**

Time taken:

Time taken:

Time taken:

Time taken:

Full Audit

Full Audit

Full Audit

Full Audit

If you wish to complete additional audit cycles to test more ideas, you will be eligible for a further 5 MO hours for each completed cycle. Cycles must be recorded in this document.

This full audit is accredited for 10 Measuring Outcomes CPD hours.

You are required to complete and submit two audit cycles (cycle 1 pg. 2 and cycle 2 pg. 3), followed by the Reflection.

1. *To what degree was the activity relevant to your practice?*

[ ]   *Not relevant*

[ ]   *Partially relevant*

[ ]   *Entirely relevant*

1. *To what degree were your learning needs met?*

[ ]   *Not met*

[ ]   *Partially met*

[ ]   *Entirely met*

1. *What changes are you going to make to your practise as a result?*
2. *What did you learn?*