| Action / Goal | Responsible Staff | Timeline | Date Started | Date Finished | Outcomes | PDSA |
| --- | --- | --- | --- | --- | --- | --- |
| What is the action to be undertaken? |  | Short-term: 3-6 months  Medium: 6-12 months  Long-Term: 12-18 months  Other |  |  | Record results | Yes/No Link to document |
| *Increase staff and patient safety by implementing COVID-19 social distancing and infection control guidelines* | *Practice Nurse A* | *Select the timeframe* | *1/05/2021* | *31/08/2021* | *# of staff completed training*  *# of safety audits* | *Yes  No* |
|  |  | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |  | Yes  No |
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