

PDSA Annual Goal Action Plan Template

P = Plan (research) D = Do (action steps) S = Study (What are your results? What worked? What should be changed?) A = Adjust (What action steps are you going to take as a result of your study?)

Goal #1: *Reduce this year's overtime by \$60,000 in Nursing Units in comparison to last year*

1st Quarter

Quarterly Mini-Goal: *Reduce this quarter's overtime by \$10,000 in comparison to this quarter last year.*

Action Items:

- P = Assess/Research: Run reports to determine where the highest amount of overtime is paid. Review call-ins to determine which nursing unit(s) and job classification(s) have the highest call-ins. Evaluate job/position vacancies. Evaluate "FTE tree"/staffing roster/staffing plan. Look for trends/issues that need action plans for resolution.
- D = Attend staff meeting of nursing unit identified in planning step and provide update on the info/data that's been uncovered re: call-ins, vacancies, and FTEs/staffing plan. Present any initial action plan ideas that have surfaced based on the assessment/research and get input from staff on their reactions & additional ideas for action plans.
- S = N/A
- A = N/A

2nd Quarter

Quarterly Mini-Goal: *Reduce this quarter's overtime by \$10,000 in comparison to this quarter last year.*

Action Items:

- P = Based on the discovery of the long vacancy rate on the "hard to fill" CNA positions, investigate options with HR regarding additional recruitment techniques; reach out to local CNA training program about recruitment collaboration.
- D = HR to increase advertising of CNA positions, CNA program to run an additional class if we participate as a clinical site
- S = Reduced OT by \$12,000. Staff education went well and created awareness as call-ins have decreased across all units and all positions, with the exception of RNs in the ED.
- A = ED leader to conduct 1:1 coaching conversations with individuals with trends of call-ins. Create a call-in graph report, open CNA position report, and OT report to post on all nursing communication boards as part of Metric Mondays

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3rd Quarter

Quarterly Mini-Goal: *Reduce this quarter's overtime by \$20,000 in comparison to this quarter last year.*

Action Items:

- P =
- D =
- S =
- A =

4th Quarter

Quarterly Mini-Goal: *Reduce this quarter's overtime by \$20,000 in comparison to this quarter last year.*

Action Items:

- P =
- D =
- S =
- A =