

Worksheet H: Process Improvement Plan

Identify a manageable change based on the outcome of root-cause analysis. What will we do/change to address the root of the problem?

- 1. Identify criteria that will help evaluate potential solutions to the problem, such as:**
 - Cost
 - Potential facility/resident/staff benefits
 - How easy it would be to implement

- 2. Brainstorm all potential solutions before rejecting any ideas.**

Use this space for brainstorming:

- 3. Evaluate a few solutions listed above. Don't be afraid to combine ideas! Come to a team consensus on the best solution to test.**
 - Consensus means that each team member can "live with" the solution.

- 4. Write consensus decision on one process change or improvement to make:**
