



PHYSICIAN PRACTICE
IMPROVEMENT PROGRAM

Action Plan Template

Identify up to three opportunities for improvement that would be beneficial to you or your group.

	Goal
1. What is the opportunity or gap?	Communication gaps leading to delays in returning staff to work
2. What is your SMART goal?	Ensuring all the staff is educated about this new process and regular random audit to be performed.
3. Who will lead the change?	By the end of December 2024, Communication to staff who are to ready return to work is done via multiple methods including email, phone calls and messages.
4. Who will help implement the change and how will they need help?	Physicians
5. How will you identify the root causes of the issue?	Multi disciplinary team (physicians, Disability case managers etc.)
6. Considering root causes, what is a potential intervention which may be tested to improve the challenge you are facing?	Examine the current process gaps that delays the timelines
7. What resources are needed?	Reviewing the current process. Development of new communication tools.
8. What is the timeline?	Current process, Time of physician and disability case managers
9. What barriers may compromise success?	By the end of December 2024, New process of communication will be developed.
10. What strategies will you employ to mitigate the barriers identified?	Time constraints, new communication process
11. How will achieving the goal be identified or measured?	Dedicated time, Getting the buy in and engagement from stakeholders
12. What strategies will you employ to evaluate and sustain the change?	Staff to be returned to work within defined time frames.



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