

Continuous Improvement Planning Template

Use this template to identify an opportunity for improvement, plan a response, monitor progress, and capture learning over time. It can be used for initiatives related to policy, spaces, culture, personal development, health services, or broader organizational priorities.

1. Improvement Opportunity

What issue, challenge, opportunity, or area of concern has been identified?

Opportunity for Improvement:

Why is this important?

2. Governance and Accountability

Who will oversee this work?

- ☐ Working group
- ☐ Department
- ☐ Committee
- ☐ Leadership team
- ☐ Other: _____

Project Lead(s):

Key Partners Involved:

- ☐ Learners/Trainees
- ☐ Faculty
- ☐ Staff
- ☐ Researchers
- ☐ Clinical Leaders
- ☐ Health System Partners
- ☐ EDIA Representatives
- ☐ Other: _____

3. Clarify Priorities

What are we trying to improve?

Who is expected to benefit?

What would success look like?

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4. Review Existing Information

What do we already know?

- | | |
|--|---|
| ☐ Survey results | ☐ Accreditation findings |
| ☐ Focus groups/listening sessions | ☐ Incident reports |
| ☐ HR/workforce data | ☐ Previous evaluations |
| ☐ Service utilization data | ☐ Other: _____ |

Key findings or observations:

5. Additional Information Needed

If yes:

Do we need more information before taking action? ☐ Yes | ☐ No

Information Needed	Method	Responsibility

6. Improvement Actions

What changes will be tested or implemented?

Action	Lead	Timeline

Will this begin as a small-scale test (PDSA)? ☐ Yes | ☐ No

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7. Indicators of Progress

How will we know whether improvement is occurring?

Outcome Measures

Examples:

- Burnout
- Psychological safety
- Belonging
- Professional fulfillment

Process Measures

Examples:

- Participation
- Resource utilization
- Completion of activities

Qualitative Feedback

Examples:

- Focus groups
- Open-ended feedback
- Listening sessions

8. Learning, Communication, and Next Steps

What did we learn?

What actions were taken?

How will results be communicated?

- ☐ Leadership reports
- ☐ Department meetings
- ☐ Website/newsletter
- ☐ "We Asked, We Heard, We Did" update
- ☐ Other: _____

Next Steps

- ☐ Continue
- ☐ Adapt
- ☐ Expand
- ☐ Pause
- ☐ Reassess

Comments: