

## FOCUS<sup>1</sup> Worksheet

Using the FOCUS Steps can help a quality improvement team prepare for using the Model for Improvement and PDSA Cycles.

<b>F: Find a problem or process to improve</b>	<p>What problems have you identified? What does the data show? How long has this been a problem? What are the trends?</p> <hr/> <p>How do you know it's a problem? How did you identify the problem, or the need to do something?</p> <hr/> <p>What if you don't have data but you think there's a problem? How can you get baseline data?</p>	
<b>O: Organize a team that is familiar with the problem</b>	<p>What is the role of the team? Understand the team's purpose.</p> <hr/> <p>Who should be on your team? How can you bring in the voice of all stakeholders?</p> <hr/> <p>How can you have effective team meetings? Think about agendas, notes and communication.</p>	
<b>C: Clarify current knowledge of the problem</b>	<p>What is your data really telling you? What is the story? Do you need additional information?</p> <hr/> <p>What else do you know about the issue? How does the process or situation work now?</p> <hr/> <p>What has been done already to try to address this problem? Did it work? Why or why not? How do you know?</p>	
<b>U: Understand the reasons for the problem</b>	<p>Why is the problem or process variation happening?</p> <hr/> <p>Have you done a root cause analysis (RCA)? What did it tell you? What RCA technique(s) did you use?</p> <hr/> <p>If the problem involves a process, have you done a process map? What did it tell you?</p>	
<b>S: Select the improvement strategy</b>	<p>What change(s) can you try to improve the problem?</p> <hr/> <p>Have you used tools like brainstorming and identifying evidence-based solutions?</p> <hr/> <p>Is there one strategy you can try first? How did you pick this solution? Why do you think this will work?</p>	

1. American College of Cardiology. Introduction to Quality Improvement and the FOCUS-PDSA Model. Link: <https://cvquality.acc.org/clinical-toolkits/qi-toolkit>