SOPS® Action Planning Tool

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Action Planning Tool

Assists in the development of an action plan

Applicable to all survey settings
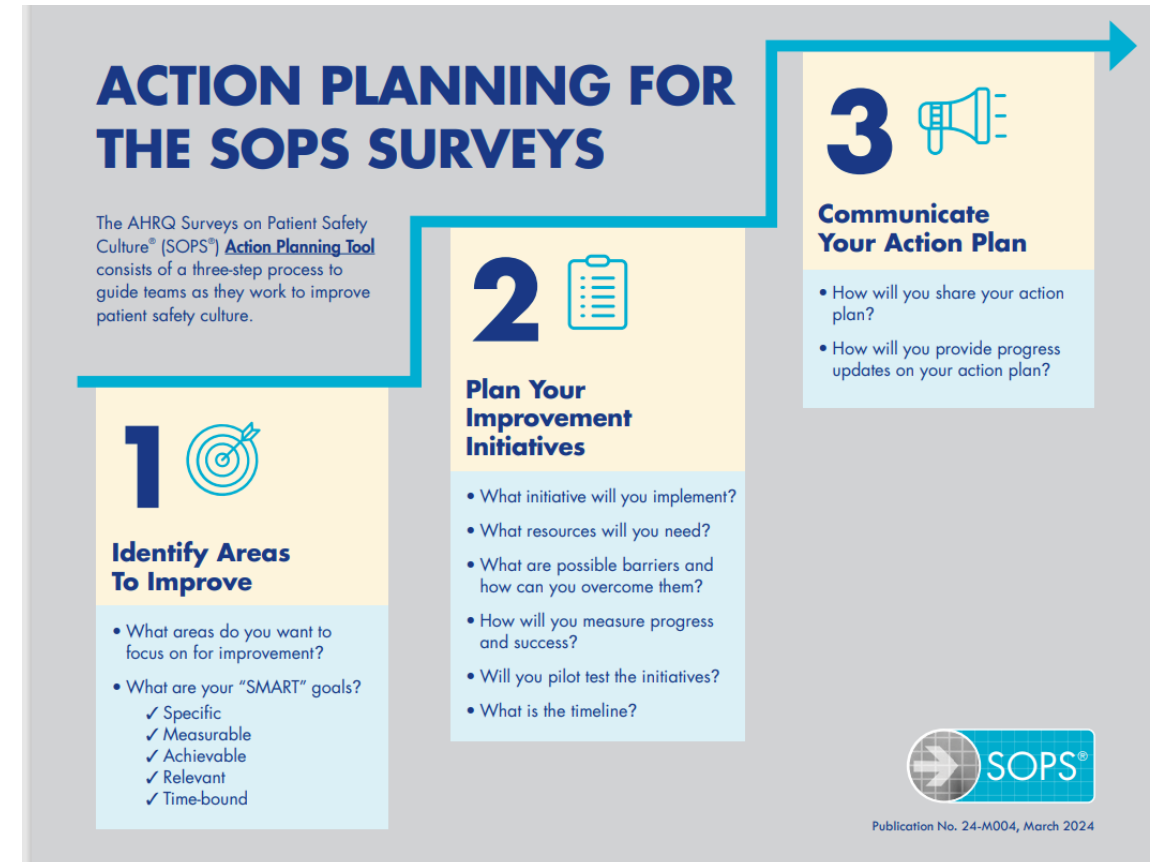
Includes an Action Plan Template

Action Planning Tool

Action Plan for the AHRQ Surveys on Patient Safety Culture (continued)
2. Planning Your Improvement Initiative
2a. What initiative will you implement?
2b. What resources will you need?
Types of staff and required time and estimated costs:
Supplies, materials, equipment, and other resources needed and estimated costs:
2c. What are possible barriers and how can you overcome them?

Barriers	Strategies for Overcoming Barriers
1.	1.
2.	2.

Action Planning Tool Template

- **Identifying Areas to Improve**
  - ► What to focus on
  - ► Goals: Specific, Measurable, Achievable, Relevant, Time bound

- **Planning Your Improvement Initiatives**
  - ► Initiative to implement
  - ► Resources needed
  - ► Barriers and how to overcome them
  - ► Measuring progress and success
  - ► Pilot testing the initiative
  - ► Timeline

- **Communicating Your Action Plan**
  - ► Sharing the plan
  - ► Updates to the plan

ACTION PLANNING FOR THE SOPS SURVEYS

The AHRQ Surveys on Patient Safety Culture® (SOPS®) **Action Planning Tool** consists of a three-step process to guide teams as they work to improve patient safety culture.

1 Identify Areas To Improve
- What areas do you want to focus on for improvement?
- What are your "SMART" goals?
  - ✓ Specific
  - ✓ Measurable
  - ✓ Achievable
  - ✓ Relevant
  - ✓ Time-bound

2 Plan Your Improvement Initiatives
- What initiative will you implement?
- What resources will you need?
- What are possible barriers and how can you overcome them?
- How will you measure progress and success?
- Will you pilot test the initiatives?
- What is the timeline?

3 Communicate Your Action Plan
- How will you share your action plan?
- How will you provide progress updates on your action plan?

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Access Action Planning Tool resources at
http://www.ahrq.gov/sops/resources/planning-tool/index.html