Practice Quality Plan - *Sample Template*

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|  Priority areas for quality improvement |
| Clinical Effectiveness |
| Patient engagement and participation |
| Quality improvement/patient safety |
| Effective and engaged workforce |
| Health and Safety |
| Infection Control |

This plan will be reviewed and updated by the Clinical Governance Group and with input from the practice team. Updates will be shared with the team by email.

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| **Priority areas** | **Items** | **Goal** | **Time frame** | **Plan/action** | **Responsibility** | **Comments** |
| Clinical effectiveness | Clinical correspondence |  |  |  |  |  |
| Clinical audits |  |  |  |  |  |
| Clinical targets |  |  |  |  |  |
| Medicines reconciliation |  |  |  |  |  |
| Patient engagement and participation | Surveys and forums |  |  |  |  |  |
| Complaints |  |  |  |  |  |
| Co-design |  |  |  |  |  |
| Quality improvement/patient safety | Access to appts |  |  |  |  |  |
| Continuity of care |  |  |  |  |  |
| Improvement initiatives |  |  |  |  |  |
| Infection control |  |  |  |  |  |
| Safe and accessible site |  |  |  |  |  |
| Effective and engaged workforce | Professional development |  |  |  |  |  |
| Team building  |  |  |  |  |  |
| Recruitment |  |  |  |  |  |
| Health and Safety | Incidents and near misses |  |  |  |  |  |
| Hazard and risks register |  |  |  |  |  |