

**Sample Action Plan: (Based on material presented in video)**

<b>Describe a specific, observable change that you intend to make as a result of the feedback.</b>	Get my dictations and daily notes/paperwork completed by end of day
<b>What is your goal?</b>	Improve my written communications in order to improve patient care
<b>Specifically, identify what you will do.</b>	I will notify my attendings and senior residents that this is something that I am working on. I will aim to do as much of my daily notes/paperwork and dictations in the moment as go through my day rather than leaving it to the end of day. I will keep a to-do list on my phone of notes/paperwork/dictations that are due.
<b>How will you and your patients benefit from this change?</b>	I will feel more organized, be able to get out on time and my patients will benefit from improved communication with my colleagues
<b>When will you begin?</b>	On my next rotation
<b>When do you hope to see results?</b>	I will ask for some feedback at the end of my first week on my next rotation
<b>What learning and/or other resources will you need to make the change?</b>	I am going to ask one of my co-residents and selected faculty who seem really efficient for some tips and for some examples of their communications (notes, referral letters, dictations)
<b>Who will you involve in the work?</b>	Other residents, supervisors
<b>What resources will you need?</b>	Some sample communications that are thorough yet concise would be helpful
<b>What learning will you need to undertake?</b>	Will need to learn what elements are needed to ensure notes are thorough enough, but also how to make them concise to ensure that I am efficient
<b>What will get in the way of accomplishing the change?</b>	Clinical duties, need to leave for half day
<b>How will you overcome challenges?</b>	I will aim to do as much of my daily notes/paperwork and dictations in the moment as go through my day rather than leaving it to the end of day
<b>How will you measure success?</b>	I will ask for feedback from my attendings and will track completion of items on my phone to do list
<b>What will tell you that you have achieved your goal?</b>	Improved performance on my communications milestones. Getting out on time with my work completed