

Preliminary Steps

Introductory meeting with practice staff (practice managers and practice nurses and GPs in some instances) to fully explain the project, install and demonstrate the data

Step 1. Improve data quality

With the practice staff, examine data quality reports and baseline results and identify inactive or deceased patients. Find unrecorded cases and ensure conditions and BPs are coded in correct fields and current medication lists are accurate. Update medical records where necessary.

Step 2. Assess data and plan actions

At **initial clinical meeting**, review current clinical indicator results and compare with peers. Identify patients who will most benefit from review. Agree on number of

Step 3. Implement changes

Practice to implement agreed strategies for change over the agreed time period between clinical meetings. Review patients identified by indicators reports and adjust

Step 4. Assess data and progress

At the **follow-up clinical meeting**, assess current clinical indicator results progress. Compare with local and national aggregate clinical indicator results. Agree on next steps, additional patients to review and strategies for change

Step 5. Implement changes

Practice to implement agreed strategies for change over the agreed time period. Review patients identified by indicators reports and adjust treatment where appropriate.

Step 6. Continue the quality improve activity

Assess current data, reflect on progress and plan next quality improvement cycle.