

IMPROVING THE QUALITY OF ELDERLY CARE:
**Reducing the Incidence of Vaccine-Preventable Pneumonia
 and Related Morbidity and Mortality**

SAMPLE ACTION PLAN TEMPLATE

This template may be modified when developing the QI action plan

Quality improvements	Key success factors	Barriers	Action steps	Responsible parties	Resources needed	Timeline/ benchmarks	Follow Up: Did you implement this goal as outlined?
<i>Example:</i> Educate residents and families about importance of pneumococcal vaccine	<i>Example:</i> Increased number of residents interested in receiving pneumococcal vaccine	<i>Example:</i> <ul style="list-style-type: none"> • Time • Vaccine hesitancy • Patient access 	<i>Example:</i> <ul style="list-style-type: none"> • Identify educational tools • Determine how to disseminate tools 	<i>Example:</i> Staff providing education will include: <ul style="list-style-type: none"> • Person 1 • Person 2 	<i>Example:</i> <ul style="list-style-type: none"> • Educational tools • Photocopying • Staff to distribute and answer questions 	<i>Example:</i> <ul style="list-style-type: none"> • One year • Assess interventions after several months 	<i>Example:</i> Y
Goal 1:							Y / N Comments:
Goal 2:							Y / N Comments:
Goal 3:							Y / N Comments: