Team improvement idea worksheet

Even the smallest changes can make a difference for our patients

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| Submitter name(s): |
| **Practice:** | **Date:** |

Please fill out this form if:

* You have identified waste in your workday (or for patients or colleagues) that you want to reduce or eliminate.
* You have to do workarounds because of a current process that doesn’t work well.
* You have tried to solve a problem but it would benefit from a team approach to improvement.

Describe the problem. If you ask “why” five times, can you identify what is causing the problem?

Describe a potential solution to the problem.

How will you test the potential solution?

What will the impact be of solving the problem? Include both positive and negative effects.

Leader review:

□ Quick win

□ Requires *kaizen event*

□ Not possible. Reason: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Source: AMA. Practice transformation series: starting lean healthcare. 2015.*