

# Good Idea Jotter

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date: / /

## See

Idea: \_\_\_\_\_

What is the Problem?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How should it Look / Work?

\_\_\_\_\_

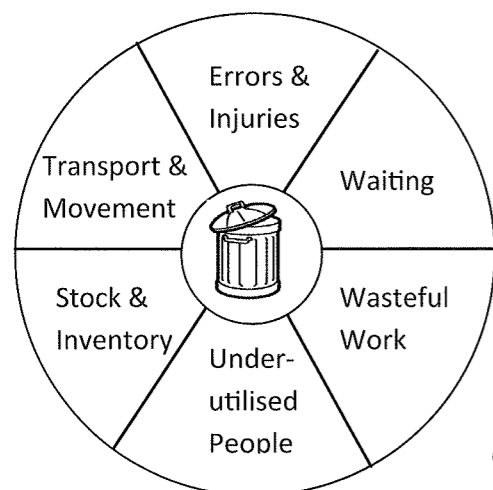
\_\_\_\_\_

\_\_\_\_\_



You can draw in these boxes

Spot the Waste



Circle & note the wastes

What are the Benefits?

Our Patients	Our Services
<input type="checkbox"/> Improve Patient Experience	<input type="checkbox"/> Improve Safety & Clinical Outcomes
Our Staff	Our Business
<input type="checkbox"/> Develop & Engage with Staff	<input type="checkbox"/> Improve Use of Resources

What are the Costs / Savings?

	One-Off	From Now On
Staff Time		
Supplies		
Equipment		

This is Happening Because...

	Why? ←	Why? ←	Why? ←
People			
Equipment & Buildings			
Process			

## Plan

Think about Measures

Activity	How will you Measure it?

Who needs to Know?

Senior Staff		
Junior Staff		
	Low Impact	High Impact

## Do

What are the Next Steps?

What	Who	When	Done
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Discuss with your Sponsor

Change	Description	Action
<input checked="" type="checkbox"/>	Small change agreed by sponsor and/or line manager	Just do it!
<input type="checkbox"/>	Significant change requiring funding or approval	Send to Chief of Service Initials: _____ Date: _____
<input checked="" type="checkbox"/>	Cross-divisional change or unsure how to proceed	Send to General Manager

## Learn

Look at your Measures – has there been an Improvement?

Yes  No

If there is room for further improvement go back to "Next Steps"

Would others Benefit?

- Celebrate at Team Meeting
- Send to Comms for Outline
- Feedback to the Chief of Service
- Share with other Wards / Departments

