



PDSA Worksheet Rubric

Overview

The following information will be utilized to score practice PDSA worksheet submissions. Before beginning this process, it is recommended that each practice identify 2-3 staff members to collaborate on the PDSA requirement. Additionally, a review of the [Institute for Healthcare Improvement's \(IHI\) website](#) and this [YouTube video](#) is suggested. Within the INHALE Resource Library, you will find the [IHI Quality Improvement Essentials Toolkit](#) for additional QI guidance.

Criteria

- Timeliness
- Completeness
- Quality of Content
- Originality
- Evidence-Based

Rating Scale

- 3: Outstanding
- 2: Satisfactory
- 1: Needs Improvement

Scoring

- 14-15 / 15: Passing
- 0-13 / 15: Not Passing, Remediation Needed



PDSA Worksheet Rubric

Criteria	3: Outstanding	2: Satisfactory	1: Needs Improvement	Score
Timeliness	Submission is received by the communicated due date.	Submission is received within two business weeks of the communicated due date.	Submission is received after two weeks past the communicated due date or not at all.	
Completeness	All sections of the PDSA form are fully completed with comprehensive responses written in complete sentences.	All sections of the PDSA form are completed, but some responses may lack comprehensiveness or complete sentences.	Many sections of the PDSA form are incomplete or missing.	
Quality of Content	There is a deep understanding of the quality improvement process, including but not limited to utilizing a SMART goal and quantifiable data.	There is an attempted use of quality improvement process measures, including but not limited to utilizing a SMART goal and quantifiable data.	Little to no use of quality improvement process measures are provided to support the proposed changes.	
Originality	The submission is entirely original and demonstrates unique insights and approaches to quality improvement tailored to the specific practice's needs. No external plagiarism or self-plagiarism is noted.	The submission utilizes quality improvement processes, though not tailored to the specific practice's needs. No external plagiarism or self-plagiarism is noted.	There are instances of content that plagiarizes existing materials either from internet sources or other clinics. Originality is lacking in some aspects of the submission.	
Evidence-Based	The PDSA cycle clearly follows evidence-based principles, and its purpose is clearly articulated. The practice clearly describes the short-term, evidence-based goals of its PDSA, rather than simply stating its long-term mission.	N/a	The PDSA cycle does not clearly follow evidence-based principles. The practice does not clearly describe the short-term, evidence-based goals of its PDSA, but rather simply states its long-term mission.	

Overall Assessment: Based on the above criteria, please provide an overall rating for the PDSA submission.

Overall Rating:

Comments/Feedback:

Reviewer's Name:

Date Reviewed: