

## Appendix 4 – Template: Quality improvement register

All quality improvement activities and resulting action items must be recorded in the below table (the register may be maintained electronically on the Practice server).

This register can also be used to record the review activities undertaken by the practice.

<b>Improvement Action Item (include description of event/issue leading to the identification of improvement area)</b>	<b>Source (eg. Patient, Referrer, etc)</b>	<b>Action Undertaken</b>	<b>Person Responsible for Agreed Action</b>	<b>Completion Date</b>