1. Problem/Issue
Our assessment documentation contains a series of domains, determined by Dementia UK, relating to Physical, Social and Mental Well-being. When documenting the assessments all team members complete the domains in a different way. This creates variability in quantity and quality of the information documented.

2. Aim
To improve the completion of domains in the assessment documentation for all non complex initial assessments to 95% by January 2018

3. Actions Taken
A form was developed by the team to audit the current notes using the agreed standards for assessment set out by Dementia UK. As part of this project the team recognised there was a variety of learning needs across the staff so developed a tool to measure individual’s confidence and competence in assessing for each domain. Following this the team agreed a standard for the documentation which was implemented. After three months all new assessment notes were re-audited against the new standards.

Plan
The team decided to “Self Measure” their own competence and their teams’ competence relating to the assessment domains.

Do
Each member of the team completed the “Self Measure” and commented. (n=5)

Study
The team discussed the results of the staff competence survey in their team meeting.

Act
They agreed what should be included as a “must do” and what could be included as “should do” within their assessments.

4. PDSA

Plan
The team agreed to pilot their new assessment guidance for four weeks.

Do
This new guidance was used for four weeks.

Study
Results analysed. (See graph below) Standards significantly improved.

Act
Team agreed to continue with their new standardised approach for all initial assessments.

5. Measures/Outcomes
The consistency and quality of documentation increased from 78% to 96% which is an overall increase of 23% (Using the new agreed standards). One member of staff improved by 75%. Areas identified for learning have been shared with the wider Admiral Nursing Service and included in their monthly Professional Development Days.

6. Learning Outcomes
Taking the time to engage staff in the process and recognising existing good practice within the team made this project a success. Confidence and competence in completion of the assessment domains have improved and good practice was shared across team members and at the wider Admiral Nursing Professional Development days.