Just-Do-It Form **Intervention** **Title:** **………………………………………………………………………..….**

Lead Name: …………….…………………………… Date: ………………….…………

**Step** **1.** **What** **are** **you** **trying** **to** **achieve:** **Step** **3.** **Choose** **the** **solution** **to** **solve** **the** **most** **common** **reason/** **cause:**

**Current** **practice**

***Current*** ***Problem*** ***/*** ***situation*** ***in*** ***two*** ***words***

…………………………………………………………… ………………………………………………..………

**Targeted** **Practice** ***Enter*** ***target*** ***practice***

………………………………………………… ..……………………………………………….

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| **Actions** |
| ***List*** ***all*** ***actions*** ***taken*** ***to*** ***solve*** ***the*** ***problem (one*** ***action*** ***per*** ***bullet)***   * ***…………………………………………….*** * ***…………………………….………………*** * ***…………………………………………….*** * ***……………………………….……………*** * ***………………………….…………………*** |

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| **Involved** **Person** |
| ***List*** ***the*** ***assigned*** ***person*** ***for*** ***each*** ***action***   * ***…………………………………………….*** * ***…………………………….………………*** * ***…………………………………………….*** * ***………………………………….…………*** * ***………………………….…………………*** |

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| **Time** **Frame** |
| ***List*** ***the*** ***estimated*** ***time*** ***frame*** ***for*** ***each*** ***action***   * ***…………………………………………….*** * ***…………………………….………………*** * ***…………………………………………….*** * ***…………………………………….………*** * ***………………………….…………………*** | |

**Step** **2.** **Classify** **the** **root** **cause** **(reason)** **of** **the** **gap** **using** **5** **whys**: **Step** **4.** **List** **the** **lessons** **learned** **and** **the** **standard** **work** **to** **prevent** **reoccurrence**

What is the: Problem/issue/ Pain point?

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What is the : Problem/issue/ Pain point? ------------------------------------------------

**Why?** ...................................................

**Why?** ...................................................

**Why?** .............................................

**Why?** .......................................................

**Root cause** ..........................................................................................

**Note:** Please complete the form then e-mail it to: [PIQMDR@kfshrc.edu.sa](mailto:PIQMDR@kfshrc.edu.sa) … **Thank you.**

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| --- |
| **Lessons** **Learned** |
| **List** **the** **impact** **of** **this** **improvement** **and** **how** **it** **might** **affect** **other** **sections** **/units/departments**   * ***…………………………….…………………………………….*** * ***………….……………..……………………….………………*** * ***………….…………..………………………………………….*** * ***………………………..……………………………….………*** * ***…………………..………………………….…………………*** |

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| **Standard** **Work** |
| ***Education*** ***and*** ***monitor*** ***any*** ***incident*** ***complaint*** ***related*** ***to***   * ***…………………………….…………………………………….*** * ***………….……………..……………………….………………*** * ***………….…………..………………………………………….*** * ***…………….……………..……………………………….……*** * ***…………………..………………………….…………………*** |