**Logo

Description automatically generatedImproving MND Care Audit**

**Development plan template**

The information in this document is designed to help you create your development plan following completion of the Transforming MND Care Audit.

Support is available from your local Service Development Manager. For details, email [audittool@mndassociation.org](mailto:audittool@mndassociation.org)

On the next page is a template development plan for you to complete. You can do this with input from the rest of the multidisciplinary team and your local Service Development Manager (SDM). We appreciate the challenges to service development may be long standing and feel difficult to overcome. We also have a document of actions to consider which you may find useful. It is available on our website at [www.mndassociation.org/audittool](http://www.mndassociation.org/audittool)

Best practice is to create a development plan and review it periodically, and then auditing again to determine whether the actions have led to the desired improvements to the service (12 months after the initial audit is a good target). Regularly allocating time with your multidisciplinary team (eg every 3 months) to review the actions and update the impact may highlight new ideas for how progress can be made.

Aim for objectives in your plan to be **SMART** – **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime bound. This means they are more likely to occur and that they can be closely monitored.

When you have completed your development plan, please share it with your local Service Development Manager. They will be able to support you to action the plan, plus it allows us to measure the impact of the audit.

**No identifiable results will be shared outside of the MND Association.**

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| **Area of audit** | **Objective** | **Actions** | **Who is responsible?** | **What is the timescale?** |
| *Eg: Information and support at diagnosis* | *All people offered a follow up appointment for within 4 weeks of diagnosis* | *Eg: Schedule a phone call 1 week after diagnosis appointment to book face-to-face follow up meeting and answer any initial queries.* | *Eg: Named MND Co-ordinator* | *Eg: 3 months* |
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