

Activity Report Template

| Organisation: | | | | |
|--|--|-----------|---|---|
| Activity | Actions (report only on actions you are responsible for) | Timeframe | Expected achievements this reporting period | Actual achievements this reporting period |
| | | | | |
| Please describe any deviations from the action plan? Reason for the deviation? Was governance approval obtained? | | | | |
| | | | | |
| Please describe any improvement successes? | | | | |
| | | | | |
| Are there any follow up actions required to sustain change as a result of this activity (e.g., changes to current policies and procedures)? If so please detail below. | | | | |
| | | | | |
| Were there any implementation challenges during the reporting period? Were these resolved? And if so how? | | | | |
| | | | | |
| Have you identified any further clinical issues as a result of conducting this activity? | | | | |
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Please attach all literature, learning materials, evaluation sheets and other related information to this activity report.

Adapted from: Morey, W., Pavelic, S., Habel, L., Adams, V., Xiao, L., & Verbeeck, J. (2015). *Aged Care Clinical Mentor Model of Change: Six Steps to Better Practice*. Unley, South Australia: Resthaven Inc.; Victorian Council of Social Service. *Guide 2: Commencing the Partnership*.