**DEVELOPING YOUR AIMS STATEMENT TEMPLATE**

When you write your aims statement, you should consider the following:

|  |  |
| --- | --- |
| Specific | Don’t just say, “ We will improve patient safety”. Be specific about what element of your service you are going to improve |
| Measurable | Include a numerical goal where possible |
| Achievable | Is this something that is within the stakeholders control to achieve? |
| Relevant | Is it aligned to Trust strategic objectives? |
| Timescales | When do you expect to achieve the aim? |

**Use the table below to prepare your full aims statement**

|  |  |
| --- | --- |
| What? | *e.g.Reduce DNA rate* |
| For whom? | *e.g for OPD consultant clinics at WAHT* |
| By when? | *e.g By March 2018* |
| How much? | *e.g By 15%* |
| Full Statement for approval by stakeholders | *e.g. By March 2018, reduce the Outpatient DNA rate by 15% for all Consultant clinics within Worcestershire Acute Trust.* |