CEO/Senior Leader Checklist

Who should use this tool?Senior leaders.

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| **Checklist Items** | **Leader Responsible** | **Date****Initiated** |
| 1. Ensure all current and new employees receive Science of Safety training.
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| 1. Assign a senior executive (Chief Executive Officer or another leader) as an active member of each <Insert Project Name> team to meet with the team(s) on the unit at least monthly.
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| 1. Create a policy for unit-level accountability.
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| 1. Document at least one learning from defect per month.
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| 1. Foster organizational learning. Disseminate learning from defect lessons with expectations for local adaptation.
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| 1. Require use of a patient-specific daily goals checklist.
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| 1. Codify interdisciplinary rounds as an organization-level standard of practice.
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| 1. Support local interpretation based on unit characteristics.
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| 1. Acknowledge the teams’ work.
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| 1. Celebrate success through stories in hospital newsletter or provide opportunities for teams to share success stories with management and other teams.
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| **<Insert Project Name>** |  |  |
| 1. Make <Insert Goal> an organization-wide goal. Include it in the strategic plan.
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| 1. Develop a coordinated plan to achieve <Insert Goal> throughout the organization.
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| 1. Provide protected time for team leaders: doctor, nurse, data collector (approximately 10 percent each).
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| 1. Monitor progress toward the goal no less than quarterly and report performance to all employees and the board.
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| 1. Provide the supplies needed to achieve the goal in one place or pack the supplies in complete kits.
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| 1. Require that the appropriate office (e.g., Infection Prevention) produce a weekly report of harm, disseminate it to the entire senior leadership team and board, create a process to investigate each incident, and close the loop.
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| 1. Report progress toward the goal at least quarterly at board meetings.
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