



TeamSTEPPS Master Training Course Pre-Work

The pre-work is designed to help you prepare for the 2-day onsite Master Training Course. Before completing this pre-work worksheet, please view the onboarding webinar designed to provide a brief overview of the program content, its logistics and to help you prepare this worksheet. A link for the webinar will be available on the TeamSTEPPS Portal in the checklist on your training’s homepage. You may watch the webinar individually or as a team. After watching the onboarding webinar, you will upload one completed pre-work document per team to your cohort’s discussion forum on the TeamSTEPPS Portal.

Responses from your team’s pre-work will provide the faculty with key insight as to the needs of the class. Completing the pre-work will not only help you garner more from the training, but will also help the faculty leverage their resources and expertise to tailor the curriculum to your needs. It is appropriate for your team to work together on this assignment and have one person submit it on the TeamSTEPPS Portal (www.teamsteppportal.org) on the team’s behalf. Please complete this one week before your course.

If you have questions, please do not hesitate to reach out to the TeamSTEPPS National Implementation Team at AHRQTeamSTEPPS@aha.org or 312-422-2609.

Background

Institution Name:
City, State:

Team Member 1 Name:
Credentials:
Position Title:
Specialty (if applicable):

Team Member 2 Name:
Credentials:
Position Title:
Specialty (if applicable):

Team Member 3 Name:
Credentials:
Position Title:
Specialty (if applicable):

Pre-Work Assignment

Criteria		Tracking	
Initiate Implementation Plan (Steps 1-2)			
Check out the TeamSTEPPS Implementation Guide for additional support: http://www.ahrq.gov/professionals/education/curriculum-tools/teamstepps/instructor/essentials/implguide.html			
<input type="checkbox"/> Step 1: Create a Change Team <ul style="list-style-type: none"> o Objective: To assemble a team of leaders and staff members with the authority, expertise, credibility and motivation necessary to drive a successful TeamSTEPPS initiative (<i>note: the change team members can go beyond your team of three that is attending the training</i>). Enter names of staff and their position below in the second column. 			
Change Team Member	Name (Staff Position)	Key Characteristics	Primary Role(s)
Senior Leader “Executive Sponsor”		<ul style="list-style-type: none"> • Enough “clout” in the organization to implement new approaches to care. Authority to allocate time and resources necessary to 	<ul style="list-style-type: none"> • Sponsors and visibly supports the Change Team. • Creates the vision of the new system for the organization as a whole.

Identify the clinical process during which the target problem occurs (Note: if you are coming from a non-clinical setting, feel free to modify the questions below to make them relevant to your setting).

WHAT is the clinical process or communication process during which the problem occurs?

WHERE does it occur? (e.g., clinical setting or site)

WHEN does the “problem” occur? (e.g., day shift, night shift, shift changes, certain days or clinical circumstances)

WHO is involved in the “problem” process? (List by staff positions not individuals’ names. Could also include patients.)