Board Checklist

**Who should use this tool:** Senior leaders

| Checklist Items | Leader Responsible | Date Initiated |
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| 1. Set an organization aim of annually assessing the safety and teamwork climate.
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| 1. Improve the safety and teamwork climate using valid measures.
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| 1. Set expectation for unit-level culture assessment.
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| 1. Require at least a 60 percent participation rate by doctors and nurses. (Hospital-level culture scores do not allow targeted improvement.)
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| 1. Review culture assessment data regularly (required by The Joint Commission).
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| 1. Explore the relationship between culture and clinical outcomes.
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| 1. Hold the executive team accountable for an explicit action plan to improve safety and teamwork.
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| 1. Review the progress of safety and teamwork improvement monthly.
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| 1. Establish a policy that all current and new employees and board members must receive Science of Safety training.
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| 1. Set the expectation that a senior leader is an active member of each Comprehensive Unit-based Safety Program (CUSP) team.
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| 1. Ensure senior leaders meet with the CUSP team at least monthly.
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| 1. Hear at least one story of a patient being harmed at each board meeting. Discuss major patient safety events/errors that have occurred in the most recent timeframe to show that this is an important and ongoing concern.
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| 1. Work with the chief executive officer and chief medical officer to establish interdisciplinary patient rounds as an organizational standard practice.
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| 1. Review a summary report of staff patient safety assessments\* no less than annually. (\*“How is the next patient likely to be harmed on my unit? What might we do to prevent that harm?”)
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