Senior Leader Checklist

Purpose: To provide senior leaders a checklist to plan and implement quality improvement and resident safety projects in a long-term care facility.

Who should use this tool?Senior leaders (long-term care facility administrator, director of nursing, medical director, etc.)

**How should you use this tool?** Highlighted text can be edited with facility-specific project names and goals.

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| **Completed**  **✓** | **Task** | **Responsible Party** | **Notes** |
|  | Assign a senior executive (administrator or another leader) to serve as an active member of the AHRQ Safety Program for Long-Term Care: HAIs/CAUTI team to meet with the facility team(s) at least monthly. |  |  |
|  | Ensure all employees receive education concerning the AHRQ Safety Program for Long-Term Care: HAIs/CAUTI. |  |  |
|  | Make CAUTI reduction a facility wide priority goal. Include this goal in the facility’s strategic plan. |  |  |
|  | Collaborate with staff, residents, and family members to develop a coordinated plan to achieve the goal of CAUTI reduction throughout the long-term care facility. |  |  |
|  | Work with the facility team to determine what project success will look like, plan for hardwiring the process into facility culture, and plan for sustainability. |  |  |
|  | Create a process for facility-level accountability by monitoring and ensuring team progress on agreed-upon project activities. |  |  |
|  | Require that the appropriate office (e.g., Infection Prevention) produce a weekly report of harm. Ensure there is a clear threshold within the data, which indicates areas of concern that require immediate action. The leader should investigate, communicate, and lead action planning on these concerns. |  |  |

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| **Completed**  **✓** | **Task** | **Responsible Party** | **Notes** |
|  | Foster organizational learning by disseminating “learn from defect” lessons. |  |  |
|  | Recognize project needs and provide administrative time and resources to support staff participation. Provide time for team leaders (doctor, nurse, certified nursing assistant, data collector, etc.) to complete duties. |  |  |
|  | Acknowledge the teams’ work and celebrate success. Post stories in the facility newsletter and provide opportunities for teams to share success stories with management and other teams. |  |  |
|  | Monitor progress toward the goal no less than quarterly and report performance to all employees and the board. |  |  |
|  | Make executive rounds an organization-level standard of practice. |  |  |
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