

Action Plan TEMPLATE

Activity: _____

Challenges Identified: _____

Consider: _____

What does success look like? _____

Steps	How will this happen? <small>[Be specific and include important steps to make the idea/activity happen.]</small>	Who will make this happen? <small>[Be specific for each task.]</small>	How do I know to move to next step and by when? <small>[What does success look like? How will you track your progress?]</small>	What other information do I need to make this happen?	Tools or Resources to Use
1					
2					
3					
4					
5					

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Action Plan EXAMPLE

Activity:	Implement components of T.E.A.M.S. Intervention: Assess What's Working
Challenges Identified:	hospital sending resident to LTC facility with an indwelling urinary catheter when not medically necessary; providers maintaining status quo in light of project education; families think the catheter is still necessary
Consider:	Nursing Home Survey on Patient Safety; Human Resources; what next steps are once survey results come back for QI efforts
What does success look like?	The Nursing Home Survey on Patient Safety is administered to all staff annually.

Steps	How will this happen? [Be specific and include important steps to make the idea/activity happen.]	Who will make this happen? [Be specific for each task.]	How do I know to move to next step and by when? [What does success look like? How will you track your progress?]	What other information do I need to make this happen?	Tools or Resources to Use
1	Obtain buy-in from leadership/executive team by sharing the success of the project.	Facility Team Lead	Meeting with senior leadership held and they agree to support an annual safety culture survey of all staff by September 30, 2015	Baseline and follow-up safety culture survey results and a summary of activities conducted and strategies implemented to affect culture change.	Nursing Home Survey on Patient Safety and promotional materials
2	Promote and discuss survey in advance of annual dissemination at monthly all staff meeting, in team huddles	Senior leadership, Charge nurses on all shifts	Documentation of survey promotion and discussion during meetings and all staff sign a log stating they received the fact sheet and flyer by January 1, 2016	Baseline and follow-up safety culture survey results and a summary of activities conducted and strategies implemented to affect culture change.	Copies of flyer and fact sheet, staff log sheet
3	Include Nursing Home Survey on Patient Safety fact sheet in orientation materials for new staff.	Facility Team Lead Administrator HR Director IT Director	Engage senior executive to share success of project by October 15, 2015. Executive will explain to HR Director the importance of the survey to monitor staff perceptions on safety; and to identify strengths and opportunities for improvement. Fact sheet included in orientation materials for staff. New staff educated on survey so they understand the purpose and that their input is valuable.	Identification of what team has done to communicate and share survey results with staff, and an understanding of what benefits occurred as a result of implementing plan to improve safety culture.	Survey sent out to all staff electronically. Shortcut to survey added to all workstation computers. Provide hard copies of the surveys to all staff on all shifts with an anonymous dropbox location. Hyperlink to Nursing Home Survey on Patient Safety