**Comprehensive Unit-based Safety Program (CUSP) Monthly Meeting Pre-Work**

**Setting the Stage: Before Each Meeting**

* **CUSP Champion:** Review previous meeting minutes and status of ongoing safety improvement projects.
* **CUSP Champion**: Identify any team members or guest speakers who should lead or contribute to discussions at the meeting and help them understand their role.
	+ **Tip:** Proactively reach out to team members and ask them to report on work they are doing and share opportunities for improvement they’ve identified. As a CUSP Champion, you are helping them develop leadership skills!
* **CUSP Champion and CUSP Facilitator:** Work together to understand available resources that might be useful for CUSP work at the meeting.
	+ **Tip:** Don’t forget to reach out to your Senior Executive for his/her valuable insights.
* **CUSP Facilitator and Senior Executive:**Consider stories you’ve learned from other teams and other organizational insights that you might want to share.
* **CUSP Champion:**Prepare and send meeting agenda to CUSP team at least one day before the meeting. You might want to add a reminder to your calendar until this becomes routine.

**Required attendees:**At least core CUSP team members

**Strongly encouraged attendees:** As many frontline staff as are able to attend

**Note**: While it is strongly encouraged that the Senior Executive attend every CUSP meeting, in reality this may not be possible. There are many ways to keep the Senior Executive involved with your CUSP team and with your unit. Develop a plan to keep the Senior Executive informed and engaged in your CUSP team’s work. If the Senior Executive cannot make all of the CUSP meetings, the CUSP team leader(s) should make a point to meet with the Senior Executive at least quarterly to update them on your team’s progress and any needs for which the Senior Executive can provide assistance. Also, invite the Senior Executive to visit the unit or to attend Executive Walk Rounds to keep them involved with your unit.

**REMEMBER!**

**The CUSP Monthly Meeting Agenda Template is your tool and your agenda!**

* Meeting Topics are suggestions—modify the agenda in a way that best suits your CUSP work.
* *Italics* in the meeting agenda template represent guides for the meeting leader and can be removed from the final agenda.