## Comprehensive Unit-based Safety Program (CUSP) Monthly Meeting Agenda Template

ICU & Non-ICU

**Meeting goals:***Insert short summary of desired meeting results here.*

*Tip:* *Be specific about any decisions you want to reach by the end of the meeting. Desired goals could include following up on action items, celebrating success stories, and sharing any team member concerns.*

**Logistics:** *Insert room location,**as well as teleconference number, participant codes, and links (e.g., a Zoom link) to allow participants to connect remotely if appropriate.*

**Meeting Topics**

1. **Agenda Overview**: *CUSP Champion or designated team leads summarizes the agenda.*

*Tip: Leaders may remind the group of their CUSP team mission and how important participation is to improve safety in the unit/group.*

1. **State of Our Safety Union:** *CUSP Champion or designated team leads/guest speakers may**share dashboard data, harm scores, actions around opportunities for improvement.*

*Tip: Don’t let this just be a report out. Remember to engage people’s thinking around what the data/scores might mean. At the same time, remember the system! Don’t leap to conclusions. You may need to do a bit more fact finding. Assign system sleuths to learn more and remember to follow-up!*

1. **Status of Safety Efforts***: CUSP Champion or designated team leads share status of current safety projects, celebrate successes, identify potential barriers and needed resources/ways to reduce barriers.*

*Tip*: *CUSP Champions and CUSP Facilitators should assure that the Senior Executive is an active participant in these discussions whenever possible. In reality, this may not be possible. See the CUSP Monthly Meeting Pre-Work document for ways to keep your Senior Executive engaged.*

1. **Diving Deeper into a Defect***: CUSP Champion or designated team member use the Learning From Defects tool as a framework.*
2. **Idea time***: Options include discussing adaptable tools and approaches used by other teams/organizations, reviewing results from the Staff Safety Assessment and information about infection rates (from Infection Prevention), or holding an open dialogue on strategies to prevent a specific defect.*

**Action items:** *CUSP Champion summarizes action items, owners of these action items, and expected follow-up for next meeting.*

**Post-Meeting Work:** *CUSP Champion shares meeting minutes, which must include action item information. Assure minutes are emailed to all Team members, including the Senior Executive.*

**Revisit Quarterly: Safety Culture and team dynamics check-in:** *CUSP Champion or designated team* *member(s) share* *progress on culture interventions, good ideas, collaborations that work well, what the team can do better, etc.*

*Tip:* *You can certainly change the amount of time you spend on meeting agenda items every month to reflect your team’s current priorities.*