AHRQ Safety Program for Improving

Surgical Care and Recovery

Core Team Form

Building Your Core Team

**Purpose of this tool:** To help you build a strong team that will champion and lead the Agency for Healthcare Research and Quality Safety Program for Improving Surgical Care and Recovery (ISCR) in your hospital.

**How to use this tool:** Use the information provided to identify potential candidates for key positions, work through their roles and responsibilities, and finalize your team.

1. Identify individuals who possess the characteristics (listed below) suited to their role. Team members do not have to be a director, chief, or manager.
	* Strong buy-in for ISCR processes
	* Time to commit to ISCR (1 to 2 hours per week per role during implementation phase. Commitment may lessen as efforts transition to sustaining ISCR.)
	* Solid communication skills
	* Practicing in or familiar with the service line(s) you are planning to implement
	* Strong organizational skills (e.g., meeting deadlines, time management)
	* Energized and motivated
	* Well-respected and trusted by others
	* Good listener
2. Use the table below to work through and complete the selection process.
3. Consider posting or distributing the list of final team members, roles, and a point of contact for questions to increase awareness of the initiative and to inform staff members who to approach with specific questions or concerns.

Essential ISCR Team Leaders

| Role | Responsibilities | Potential Candidates for This Role | Final Choice(s) |
| --- | --- | --- | --- |
| Surgeon Champion | * Secure Senior Executive leadership support for ISCR
* Adapt ISCR pathway to your local environment
* Engage staff in ISCR pathway and best practices
* Encourage other surgeons to embrace ISCR processes and respect contributions made by other frontline providers
* Facilitate multidisciplinary collaboration
* Attend ISCR meetings and provide updates from the surgeon perspective on ISCR pathway implementation
 | *Enter here* | *Enter here* |
| Anesthesia Champion | * Adapt ISCR pathway to your local environment
* Engage staff in ISCR pathway and best practices
* Encourage other anesthesiologists to embrace ISCR processes and respect contributions made by other frontline providers
* Facilitate multidisciplinary collaboration
* Attend ISCR meetings and provide updates from the anesthesia perspective on ISCR pathway implementation
 | *Enter here* | *Enter here* |
| Local Nurse Champions within each unit, as needed\*:1. Outpatient clinic or doctor’s office
2. Operating room
3. Preop and recovery
4. Inpatient unit

\* Work to identify which additional units are relevant to the specific service line(s) you are working on (e.g., outpatient clinics or doctors’ offices might not be relevant to implementing the emergency general surgery pathway) | * Work with ISCR team to co-lead initiative
* Adapt ISCR pathway to your local environment
* Engage staff in ISCR pathway and best practices
* Mentor and empower staff to embrace ISCR processes
* Attend ISCR meetings and provide updates from the nursing perspective on pathway implementation
 | *Enter here* | *Enter here* |
| Quality Improvement staff/Data Abstractor | * Work with ISCR team to co-lead this initiative
* Organize regular ISCR meetings with frontline staff; encourage and empower all staff to actively participate
* Set the agenda for ISCR meetings, take minutes, and disseminate them following the meeting
* Manage documentation and progress toward goals
* Collect and analyze ISCR data in a timely manner
* Share performance data with ISCR team and frontline staff on a regular basis
 | *Enter here* | *Enter here* |
| Senior Executive (e.g., Chief Operations Officer, Chief Medical Officer, Chief Nursing Officer, Chief Financial Officer)  | * Demonstrate enthusiasm for ISCR across the organization
* Help ISCR team understand and align efforts with organization’s strategic goals
* Recognize and celebrate work of the ISCR team and facilitate learning across the organization
* Be accessible to address local barriers of ISCR implementation
 | *Enter here* | *Enter here* |

Additional Supporting Team Members To Consider as Needed

| Role | Responsibilities | Potential Candidatesfor This Role | Final Choice(s) |
| --- | --- | --- | --- |
| Pharmacist | * Assist in adapting ISCR pathway to align with hospital formulary
* Facilitate availability of medications in operating room and inpatient units as needed
* Review medication dosages and combinations
 | *Enter here* | *Enter here* |
| Department administrator or someone who understands your department’s finances | * Facilitate collection of baseline data
* Help develop business case for pathway implementation
* Identify potential resources to support the initiative
 | *Enter here* | *Enter here* |
| Advanced Practitioners (including Nurse Practitioners and Physician Assistants) | * Adapt ISCR pathway to your local environment
* Engage staff in ISCR pathway and best practices
* Mentor and empower staff to embrace ISCR processes
* Attend ISCR meetings and provide updates
 | *Enter here* | *Enter here* |
| Patient representative | * Consult on patient engagement approach
* Review education materials
 | *Enter here* | *Enter here* |
| Health Information Technology Specialist | * Assist with order set development in electronic health record
 | *Enter here* | *Enter here* |

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