# Appendix B. Your First Checklist Meeting Guide

The following document is a sample agenda and topics you should consider discussing when your implementation team meets for the first time to discuss the checklist project.

1. Introductions
2. Project Goal
   1. Using the checklist meaningfully for every patient, every time
3. Benefits of Doing This Work
   1. Prioritize patient safety
   2. Share key patient information among all team members
   3. Give every member on the care team a “voice”
   4. Build stronger and safer teams
   5. Make patients feel safe and involved in their care
   6. Provide a means for continuous quality improvement
   7. Create buy-in and engage physicians in quality improvement
   8. Improve efficiency
4. Project Overview and Timeline
   1. Share the timeline of how this work will unfold over the course of this program
5. Your Role as the Team Lead
6. Implementation Team Member Roles
   1. Providing insight into workflow and processes
   2. Learning about checklist-related evidence
   3. Providing clinical expertise
   4. Helping to customize and test the checklist
   5. Modeling good checklist practice
   6. Coaching checklist use in the operating room
   7. Having one-on-one conversations with peers
   8. Presenting information to hospital leadership
   9. Providing feedback to other team members and leadership about the implementation effort
   10. Attending team meetings
7. Culture Survey Results Discussion
   1. Discuss the results of your center’s culture survey and gaps that the checklist work can help close
   2. If you haven’t already done so, create a plan for sharing the culture survey results with staff and physicians
8. Ongoing Meeting Schedule
   1. Discuss how often you should meet as a team (it should be at least monthly)
9. Next Steps