Material Use Guide

Learning Objectives:

* Identify characteristics of successful senior leaders
* List five practices of effective leaders
* Describe the responsibilities of senior leaders
* Explain the role of the senior leader in addressing technical and adaptive work
* Describe how to engage the senior leadership in the facility’s initiatives and develop shared accountability for the work needed to achieve the facility’s safety goals

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| Module Overview |
| Defining Senior Leader Engagement   * Slides 3–5 |
| Leader Roles and Responsibilities   * Slides 6–8 |
| How To Model Leadership\*   * Slides 9–17 * Video 2.1: Importance of Infection Prevention * Video 2.2: Enabling the Team * Video 2.3 A Collaborative Effort * Video 2.5: An Engaged Team Effort * Tool Examples of Technical and Adaptive Solutions for Change |
| Tools for Engaged Senior Leaders   * Slides 18–21 * Tool Staff Safety Assessment * Tool Senior Leader Checklist * Tool Learn from Defects |
| Engaging Senior Leaders Around Your Resident Safety Project   * Slides 22–27 |
| Key Concepts Review   * Slide 28 |
| Tools   * Slide 29   \*Video included in this section |

**Topic: Defining Senior Leader Engagement**

Method: During a meeting, ask staff how they define senior leader engagement and compare with slide 5. Ask staff to discuss how senior leader engagement is important to their ability to be successful in their work.

Materials: Slides 3–5

Audience: All staff, including administrators and frontline staff; residents and families

**Topic: Leader Roles and Responsibilities**

Method: In a leadership meeting, ask staff to discuss their roles and responsibilities as leaders in the facility. Present slides 6-8 using the facilitator notes. Discuss any misalignment in understanding or perceptions of roles and responsibilities.

Materials: Slides 6-8

Audience: Long-Term Care facility administrators and leaders

**Topic: How To Model Leadership**

Method: Present slides 9–17 lecture style using facilitator notes and videos. Facilitate discussion after presenting each of the five practices of leadership. Ask leaders to reflect on how they demonstrate each of the practices in their work.

Materials: Slides 9–17, Importance of Infection Prevention video, Enabling the Team video, A Collaborative Effort video, An Engaged Team Effort video, Examples of Technical and Adaptive Solutions for Change tool

Audience: Long-Term Care facility administrators and leaders

**Topic: Tools for Engaged Senior Leaders**

Method: Hand out slides 18-21 and facilitator notes at leadership meeting. Print out each of the tools to reference during discussion. Give attendees 5 minutes to review them. Facilitate a discussion about ways these tools can be used and integrated in facility operations.

Materials: Slides 18-21, Staff Safety Assessment, Senior Leader Checklist, Learn from Defects tools

Audience: Long-Term Care facility administrators and leaders

**Topic: Engaging Senior Leaders Around Your Resident Safety Project**

Method: During a staff meeting, ask team members to discuss how they currently engage senior leaders around resident safety projects. Present slides 22–27 using the facilitator notes and ask the staff how they could incorporate these strategies into their work. Working in small groups, ask the staff to think of a specific project they are working on and brainstorm specific ways they could engage senior leaders.

Materials: Slides 22–27

Audience: All staff, including administrators and frontline staff