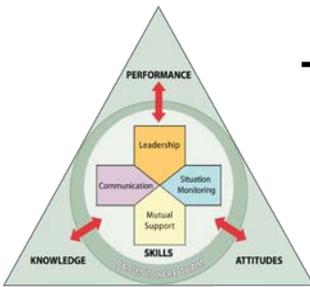


# TeamSTEPPS™



## Readiness Checklist

TeamSTEPPS is more than just a training program. It is an ongoing effort to enhance teamwork. This checklist is designed to assist your team in understanding the level of commitment and expectations for participation. Successful sustainment following implementation is dependent on the resources and commitment available during the early stages.

The following **program support** is available:

- Supplies – training materials, tools, badges, etc.
- Staff training support – co-facilitation with experienced master trainer
- Organizational dashboard – indication of patient safety culture & spread
- Website – tools and materials available for download

**Participating teams** are responsible for the following tasks and time commitment:

- Leadership support:** Obtain support from leadership in your unit/area to provide necessary resources and to help with removing barriers. Most significant initial resource is nursing education time. (2.5 hrs each)
- Training:** Create a training plan to include individuals completing Master Training (about 1 master trainer per 20 staff) and a schedule to subsequently train all staff, including residents. (2 days per person for master training, 2.5 hours for all staff training)
- Team assessment:** Complete assessment of current team functioning and identify areas for improvement. The assessment can be done various ways, such as review of the most recent Patient Safety Culture Survey, teamwork observations, or gap analysis.
- Change team:** Identify a multi-disciplinary change team to conduct action planning meetings, ongoing assessment of training, communication, and evaluation and assign individual roles and responsibilities. (5-10 hours per month for each individual)
- Aim and action plan:** Create an aim for your process improvement project (typically a focus area with associated evaluation metrics) and develop an action plan, including identification and monitoring of process and outcome measures.
- Communication:** Report on a regular basis to TeamSTEPPS program staff regarding progress and barriers.

For more information, contact:

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