# CUSP Monthly Meeting Agenda

**Date/Time/Location:**

**Virtual Meeting Link:**

**MS Teams Link:**

**Mission/Vision:**

**CUSP Core Team:**

| CUSP ROLE | Name |
|---|---|
| **CUSP UNIT CO-CHAMPION** | |
| **CUSP UNIT CO-CHAMPION** | |
| **CUSP PROVIDER CHAMPION** | |
| **CUSP EXECUTIVE** | |
| **CUSP MANAGER/UNIT LEADER** | |
| **CUSP FACILITATOR** | |
| **CUSP COORDINATOR** | |

| TOPIC: | TIME ALLOTTED: | Lead/DISCUSSION POINTS: |
|---|---|---|
| OPENING<br><br>• New Introductions<br>• Review of previous meeting minutes<br>• Agenda Overview<br>• Announcements<br>• Old Business | 10 minutes | • CUSP Champion: (Name)<br>• Relevant Stakeholder Role: (Name) |
| STATE OF OUR SAFETY UNION<br><br>• Stakeholder Report Out<br>• Safety Data: Event Reports, Patient Experience, RCAs, Safety Rounds | 10 minutes | • Stakeholder Role: (Name)<br>• Safety Data Type: (Name) |

**JOHNS HOPKINS**
MEDICINE

| | | |
|---|---|---|
| **STATUS OF SAFETY EFFORTS**<br><br>• Project Report Out<br>• Safety Culture Update | 5 minutes | • Project Name: (Lead Name)<br>• Safety Culture Action Item: (Name) |
| **DIVING DEEPER INTO A DEFECT** | 25 minutes | • CUSP Champion/Designee: (Name)<br>• Defect/Problem Statement:<br>• Goal for the Team:<br>• Defect Investigation Tool: |
| **PULSE CHECK**<br><br>• What keeps you up at night?<br>• What about your work is difficult, different, dangerous, or doesn't make sense? | 5 minutes | • Lead: (Name)<br>    ○ Keeps You Up:<br>    ○ Difficult:<br>    ○ Different:<br>    ○ Dangerous:<br>    ○ Doesn't Make Sense: |
| **ACTION ITEMS** | 5 minutes | • Lead: (Name) |
| **NEXT MEETING** | | Date/Time:<br><br>Location: |