**(Your Work Area/Unit)** 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** |  |

|  |  |  |
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| **TOPIC:** | **TIME ALLOTTED:** | **Lead/DISCUSSION POINTS:** |
| OPENING* New Introductions
* Review of previous

meeting minutes* Agenda Overview
* Announcements
* Old Business
 | 10 minutes | * CUSP Champion: (Name)
* Relevant Stakeholder Role: (Name)
 |
| STATE OF OUR SAFETY UNION* Stakeholder Report Out
* Safety Data: Event Reports, Patient Experience, RCAs, Safety Rounds
 | 10 minutes | * Stakeholder Role: (Name)
* Safety Data Type: (Name)
 |
| STATUS OF SAFETY EFFORTS* Project Report Out
* Safety Culture Update
 | 5 minutes | * Project Name: (Lead Name)
* Safety Culture Action Item: (Name)
 |
| DIVING DEEPER INTO A DEFECT | 25 minutes | * CUSP Champion/Designee: (Name)
* Defect/Problem Statement:
* Goal for the Team:
* Defect Investigation Tool:
 |
| PULSE CHECK* What keeps you up at night?
* What about your work is difficult, different, dangerous, or doesn’t make sense?
 | 5 minutes | * Lead: (Name)
	+ Keeps You Up:
	+ Difficult:
	+ Different:
	+ Dangerous:
	+ Doesn’t Make Sense:
 |
| ACTION ITEMS | 5 minutes | * Lead: (Name)
 |
| NEXT MEETING |  | Date/Time: Location:  |