

**HOW TO USE THIS TOOL**

CUSP Core Team members (e.g., the CUSP Facilitator, CUSP Champion, Provider Champion, Unit Manager, and Senior Executive) shall meet to discuss strategies for kicking off CUSP in the unit, **prior** to scheduling a Kickoff Meeting.

| ACTION  | COMPLETED? | NOTES |
|---|------------|-------|
| Provide science of safety training for CUSP Core Team.  |            |       |
| Define your CUSP team's mission statement and share understandings of team members' roles and responsibilities.   |            |       |
| Conduct the Staff Safety Assessment and analyze results with the core team.   |            |       |
| Create your communication plan to engage unit stakeholders and to share CUSP priorities, successes and lessons learned (e.g., newsletter, Teams page, CUSP/huddle board, etc.). |            |       |
| Conduct the Premortem Assessment to identify potential barriers to CUSP implementation and develop mitigation strategies.   |            |       |