

The CUSP Phaseline: A Checklist to Independence for Unit-Based Teams

USING THE PHASELINE CHECKLIST

It is recommended that this tool be managed by your CUSP Champion in partnership with a central CUSP Coordinator to help you organize and navigate the three general phases of CUSP: Pre-Cusp; CUSP Implementation; Sustaining CUSP.

Organization Name:

Unit Name:

Unit Manager:

CUSP Champion and Provider Champion:

CUSP Coordinator and/or CUSP Facilitator:

Senior Executive:

Tools included in this document are accessible at
www.hopkinsmedicine.org/cusp_tools

PRE-CUSP

TASK	TARGET DATE TO START	TARGET DATE TO COMPLETE	DATE COMPLETED
Assess Safety Culture Gather safety culture data and debrief team on results.			

TOOLS: CULTURE ASSESSMENT: WHERE TO START; CULTURE CHECK-UP PROCESS

NOTES:

Identify CUSP Team

TOOLS: WHO'S ON YOUR CUSP TEAM?; CUSP ROLES & RESPONSIBILITIES

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NOTES:

Attend CUSP Implementation Workshop

Offered by Johns Hopkins Medicine Armstrong Institute for Patient Safety and Quality

www.hopkinsmedicine.org/armstrong_institute/

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NOTES:

Senior Executive Orientation

To role of Senior Executive and to unit

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NOTES:

Create 12-Month CUSP Meeting Schedule

NOTE: Account for Senior Executive availability and multiple shifts on unit

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NOTES:

TASK	TARGET DATE TO START	TARGET DATE TO COMPLETE	DATE COMPLETED
Conduct Pre-Kickoff Meeting with CUSP Core Team <i>TOOLS: PRE-KICKOFF MEETING CHECKLIST; PREMORTEM TOOL</i>			

NOTES:

STOP:
CUSP READINESS BRIDGE #1

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Check: Have you done these things?

- Have you identified your CUSP team members?
- Have you held your Pre-Kickoff Meeting?
- Did you complete all of the items on the Pre-Kickoff Meeting Checklist?

NOTES:

BEGIN IMPLEMENTING CUSP—



IMPLEMENTING CUSP

TASK	TARGET DATE TO START	TARGET DATE TO COMPLETE	DATE COMPLETED
CUSP STEP #1 SCIENCE OF SAFETY			

CUSP Team Completes Science of Safety Training;

Consider administering Staff Safety Assessment (Step #2) immediately following training.

TOOLS: SCIENCE OF SAFETY TRAINING ATTENDANCE SHEET

NOTES:

CUSP STEP #2

IDENTIFY DEFECTS

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Complete Staff Safety Assessment

TOOLS: STAFF SAFETY ASSESSMENT; STAFF SAFETY ASSESSMENT RESULTS TEMPLATE

NOTES:

STOP:

CUSP READINESS BRIDGE #2

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Check: Have you done these things?

- Has at least 80% of staff have completed science of safety training?
- Has everyone on the CUSP team completed the Staff Safety Assessment?
- Have the results of the Staff Safety Assessment been compiled?

NOTES

TASK	TARGET DATE TO START	TARGET DATE TO COMPLETE	DATE COMPLETED
<p>CUSP STEP #3 KICKOFF MEETING WITH SENIOR EXECUTIVE & CUSP TEAM</p> <hr/> <p>Schedule and Conduct Kickoff Meeting Send out reminder and agenda in advance.</p> <p>Identify someone to keep notes of meetings, including action items for next steps.</p> <p><i>TOOLS: KICKOFF MEETING TEMPLATE; STATUS OF SAFETY ISSUES; SAFETY ISSUES WORKSHEET FOR SENIOR EXECUTIVE PARTNERSHIP</i></p> <hr/> <p>NOTES:</p>			
<p>Conduct Safety Rounds For some monthly meetings it is suggested that Executive rounding on the unit be incorporated.</p> <hr/> <p>NOTES:</p>			
<p>CUSP STEP #4 LEARN FROM DEFECTS</p> <hr/> <p>Review Defects at Monthly CUSP Meetings <i>TOOLS: LEARNING FROM DEFECTS; CASE SUMMARY; STATUS OF SAFETY ISSUES</i></p> <hr/> <p>NOTES:</p>			
<p>CUSP STEP #5 IMPROVE TEAMWORK & COMMUNICATIONS</p> <hr/> <p>Develop and Implement Teamwork and Communication Tools <i>TOOLS: CULTURE CHECK-UP; CONDUCT A MORNING BRIEFING; DAILY GOALS CHECKLIST; EXECUTIVE/SENIOR LEADER CHECKLIST; OBSERVING PATIENT CARE ROUNDS; PHYSICIAN CONTACT INFORMATION; SHADOWING ANOTHER PROFESSIONAL</i></p> <hr/> <p>NOTES:</p>			

TASK	TARGET DATE TO START	TARGET DATE TO COMPLETE	DATE COMPLETED
STOP: CUSP READINESS BRIDGE #3			

Check: Have you conducted a 3-month “checkup” on...

- Completing at least one Learning from Defect
- Group dynamics
- Regular meetings being held and with desired level of participation

Teamwork & Communication Tool(s) Implemented:

Teamwork & Communication Tool(s) Implemented:

Teamwork & Communication Tool(s) Implemented:

NOTES:



SUSTAINING CUSP

TASK	TARGET DATE TO START	TARGET DATE TO COMPLETE	DATE COMPLETED
Continue to Identify Defects – Readminister Staff Safety Assessment Administer this tool at least every 6 months.			

TOOLS: STAFF SAFETY ASSESSMENT; STAFF SAFETY ASSESSMENT RESULTS TEMPLATE

NOTES:

Continue to Use Learning from Defects Tool Do this at least once per calendar quarter.			
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TOOLS: LEARNING FROM DEFECTS; CASE SUMMARY; STATUS OF SAFETY ISSUES

NOTES:

Complete Scorecard Do this every 6 months.			
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NOTES:

Share Stories Work with your department/hospital to coordinate.			
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NOTES:

SUSTAINING CUSP

TASK	TARGET DATE TO START	TARGET DATE TO COMPLETE	DATE COMPLETED
<p>Orient New Staff to CUSP and Learning From Defects Ensure new staff receive science of safety training, invitation to CUSP team meetings, and review previous Learning from Defects Case Summaries</p>			

NOTES:

CUSP Champion Attends Patient Safety Certificate Program

Offered by Johns Hopkins Medicine Armstrong Institute for Patient Safety and Quality.

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NOTES:

STOP: CUSP READINESS BRIDGE #4

Check: Have you conducted a “check-up” on...

- Group dynamics
- Regular meetings being held and with desired level of participation

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NOTES:

