**(Your Work Area/Unit)** CUSP Monthly Meeting Agenda

**Date/Time/Location:**

**Virtual Meeting Link:**

**MS Teams Link:**

**Mission/Vision:**

**CUSP Core Team:**

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| **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: |