**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.

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| **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. |  |  |