

CUSP Tool: Pre-Kickoff Meeting Checklist

HOW TO USE THIS TOOL

We recommend that CUSP Core Team members (e.g., the CUSP Facilitator, CUSP Champion, Provider Champion, Unit Manager, and Senior Executive) meet to discuss strategies for kicking off CUSP in the unit. This checklist should be completed **prior** to scheduling a Kickoff Meeting.

ACTION	COMPLETED ?	NOTES
Provide science of safety training for CUSP Core Team.	<input type="checkbox"/>	
Define your CUSP team’s mission statement and share understandings of team members’ roles and responsibilities.	<input type="checkbox"/>	
Plan the rollout of the Staff Safety Assessment in your unit.	<input type="checkbox"/>	
Develop an engagement plan to help create unit ownership of CUSP processes and communicate CUSP successes.	<input type="checkbox"/>	
Use the Premortem Tool to conduct an assessment of potential obstacles to the success of the CUSP team. Identify proactive ways to remove these obstacles.	<input type="checkbox"/>	