



Document Guide with Description and Attribution for Participants 10.7.13

The California Department of Public Health ~ Healthcare-Associated Infections Program would like to formally acknowledge and thank the national program “On the CUSP: Stop HAI” who contributed to the material and documents in this Project. With permission from the aforementioned parties, project developers copied, adapted and revised documents previously developed by them. By this generous sharing of information, significant time and effort was saved and utilized to bring this project to fruition.

Documents for dissemination in this project have purposefully been developed to provide simple, basic and accurate evidenced-based information for the participants. Clip art and other pictorial enhancements have been kept to a minimum based on the assumption that culture and tastes can vary in our healthcare settings. A word format has been utilized to allow minor changes to conform to hospital templates and /or to accommodate selected practices that may have more than one option.

#	Document	Description	Usage	Attribution
	Introduction			
	Acknowledgements	A list of individuals and organizations whose work contributed to the creation of this project	For information	Mary Nennig, BSN RN California Department of Public Health – Healthcare-Associated Infections Program (CDPH-HAI Program); <i>On the CUSP: Stop HAI</i> ~ California State Lead
	Table of Contents	A listing of all project material in the binder and on the shared drive	For information	CDPH - HAI Program ~ California State Lead
	Glossary of Terms	Alphabetically listing of terms germane to the project and their meaning	For information	<i>On the CUSP: Stop HAI</i> ~ California State Lead
	Document Guide with Description and Attribution for Participants	The document you are now reading.	A description of all documents in the <i>The Penguin Project</i>	CDPH - HAI Program ~ California State Lead
	Learning from Penguins	A one page introduction to the project about how organizations can learn from a colony of emperor	Share with team re: the genesis of the project name	Kotter International ~ Dr John P Kotter,



#	Document	Description	Usage	Attribution
		penguins in Antarctica; how the project got its title name.		Founder
	Cast of Penguins	Characters in the fable “Our Iceberg Is Melting” by Dr John Kotter who have personalities that may resemble individuals in your organization	Share with your team re: the variety of individual personalities that may comprise your unit teams	Kotter International ~ Dr John P Kotter, Founder
Documents common to all chapters in the Table of Contents				
	Lessons Learned in the Field/Why This Is Important	A one page itemization of how this chapter may benefit your unit/hospital improvement project	Key points from the experience of others as to why this chapter is important	<i>On the CUSP: Stop HAI</i> ~ California State Lead
	Powerpoint Presentation	Brief presentation on each chapter topic	Share with unit teams	On the CUSP: Stop HAI
Chapter ~ CUSP ~ Tools				
	Key Concepts	A one page itemization of significant points in the chapter	Points can constitute an “elevator speech” on this topic	On the CUSP: Stop HAI
	Observing Patient Care Rounds	A tool which provides a structured approach for improving teamwork and communication behaviors that would otherwise reduce staff morale and patient care delivery across and between disciplines	For units to use at the beginning of a project and periodically to assess teamwork and communication behaviors	On the CUSP: Stop HAI
	Team Check-up Tool	A tool which helps assess unit strengths and opportunities for improving unit processes and upgrading unit safety culture progress	For units to report out on a quarterly/monthly basis re: the status of intervention techniques	On the CUSP: Stop HAI
Chapter ~ The Science of Safety ~ Tools				
	Key Concepts	A one page itemization of significant points in the chapter	Points can constitute an “elevator speech” on this topic	On the CUSP: Stop HAI
	Institutes of Medicine (IOM) – Basic Concepts of Patient Safety	A one page itemization of the basic concepts of patient safety	A succinct reference of patient safety basic concepts	On the CUSP: Stop HAI; Adapted by CA State Lead
	Institutes of Medicine (IOM) – Basic Concepts of Patient Safety with Examples	Provides examples of how the concepts were incorporated into clinical practice	A reference during problem solving meetings to ensure that effective strategies are incorporated into the improvement project	CDPH- HAI Program ~ Liaison Team Members
	Observing Patient Care	A tool which provides a structured approach for	For units to use at the beginning	On the CUSP: Stop HAI



#	Document	Description	Usage	Attribution
	Rounds	improving teamwork and communication behaviors that would otherwise reduce staff morale and patient care delivery across and between disciplines	of a project and periodically to assess teamwork and communication behaviors	
	Team Check-up Tool	A tool which helps assess unit strengths and opportunities for improving unit processes and upgrading unit safety culture progress	For units to report out on a quarterly/monthly basis re: the status of intervention techniques	On the CUSP: Stop HAI
Chapter ~ Leadership Engagement ~ Tools				
	Key Concepts	A one page itemization of significant points in the chapter	Points can constitute an “elevator speech” on this topic	On the CUSP: Stop HAI
	CEO/Senior Leader Checklist	A checklist for the CEO/ Senior Leader	A simple guide to assist in tracking progress, supporting teams and integrating improvements into the organizational culture	On the CUSP: Stop HAI
	Safety Issues Worksheet for Senior Executive Partnership	A one page document to document safety issues and recommendations for improvement identified by frontline staff in conversation with a senior executive	A guide and reference to tracking issues, solutions and resources needed for improvement & success	On the CUSP: Stop HAI
Chapter ~ Assemble the Team ~ Tools				
	Key Concepts	A one page itemization of significant points in the chapter	Points can constitute an “elevator speech” on this topic	On the CUSP: Stop HAI
	Team Information Form	Identifies names, titles and contact information for unit safety improvement teams	A reference for team members	On the CUSP: Stop HAI
	Hospital Unit Team Role Definition	Identifies roles and key functions for members of the unit safety improvement team	A simple statement of each team member’s role in the project	On the CUSP: Stop HAI
	Team Members ~ Characteristics ~ Role ~ Task	Identifies the role and task of specific team members; one page per team member	Can serve as a job description for team members	On the CUSP: Stop HAI
Chapter ~ Teamwork and Communication ~ Tools				
	Key Concepts	A one page itemization of significant points in the chapter	Points can constitute an “elevator speech” on this topic	On the CUSP: Stop HAI
	Observing Patient Care Rounds	A tool which provides a structured approach for improving teamwork and communication behaviors that would otherwise reduce staff morale and patient care delivery across and between disciplines	For units to use at the beginning of a project and periodically to assess teamwork and communication behaviors	On the CUSP: Stop HAI



#	<i>Document</i>	<i>Description</i>	<i>Usage</i>	<i>Attribution</i>
	Team Check-up Tools	A tool which helps assess unit strengths and opportunities for improving unit processes and upgrading unit safety culture progress	For units to report out on a quarterly/monthly basis re: the status of intervention techniques	On the CUSP: Stop HAI
Chapter ~ Defect / Harm ~ Tools				
	Key Concepts	A one page itemization of significant points in the chapter	Points can constitute an “elevator speech” on this topic	On the CUSP: Stop HAI
	Staff Safety Assessment	A 2 question document that taps into the experience of frontline staff to determine what risks are present on the unit that have jeopardized or could jeopardize patient safety	For all front line unit staff to identify how the next patient may be harmed	On the CUSP: Stop HAI
	Learn From Defects for Patient Care Item	A structured approach to help staff and administrators identify the types of systems that contributed to a defects/area of harm/near miss and to follow-up to ensure safety improvements are achieved	An inventory of contributing factors, and interventions to reduce risk once an issue has been identified	On the CUSP: Stop HAI
	Learn From Defects for System/Process Item	A structured approach to help staff and administrators identify the types of systems that contributed to a defects/area of harm/near miss and to follow-up to ensure safety improvements are achieved	An inventory of contributing factors, and interventions to reduce risk once an issue has been identified	On the CUSP: Stop HAI Adapted by CA State Lead