

Goal: *A well-written goal is specific and stated in clear, measurable terms.*

Conduct a 5 minute informational staff meeting at the change of every shift.

Action Steps <i>What will be done?</i>	Responsible Parties <i>Who will do it?</i>	Needed Resources <i>(Funding/Materials)</i>	Date <i>By when?</i>
1 Adjust scheduling so each shift overlaps 10 minutes.	Jeri Ebert, Head Nurse	Current scheduling procedures	8/15/2016
2 Figure out system for designating who will lead shift change meetings.	John Salerno, Administrator	N/A	8/15/2016
3 Identify process that will be used for passing information to next shift.	Jeri Ebert, Head Nurse John Salerno, Administrator	N/A	8/31/2016
4 Hold employee meeting to discuss new process and get feedback.	Jeri Ebert, Head Nurse John Salerno, Administrator	N/A	9/15/2016
5 Pilot shift change meetings and work out any bugs.	John Salerno, Jeri Ebert, and Department Directors	N/A	9/30/2016