

## Monthly Leader Accountability Meeting Agenda

### Leader brings to meeting:

- |   |   |
|---|---|
| <input type="checkbox"/> Leadership Training Linkage Grid | <input type="checkbox"/> 90-Day Action Plans and PDSA(s)    |
| <input type="checkbox"/> Scorecard: Progress/Results      | <input type="checkbox"/> Financial Operational Assessment   |
| <input type="checkbox"/> Satisfaction Scores              | <input type="checkbox"/> Monthly staff meeting agenda/notes |
| <input type="checkbox"/> Rounding Log & Stop Light Report | <input type="checkbox"/> Thank You and Community Logs       |

- Organizational Goal Updates (action plans & measurements)

- Department Goal Updates (action plans & measurements)

### FINANCE

- Monthly & YTD Operational Assessment  
(compare to budget; compare to last year)

### PEOPLE

- Rounding Log: \_\_\_\_\_ Documented Roundings
- Stop Light Report Review
- Thank You Note Log: \_\_\_\_\_ Thank You Notes Sent
- Reward & Recognition for individual/team efforts in department completed
- 30-day conversations & 90-day eval/conversations: \_\_\_\_\_ % Complete
- Pillar Communication Boards up to date
- Staff Meetings – staff meeting agenda/notes; staff attendance trends
- Annual Performance Evaluations Status Update (when applicable)
- Annual Mid Year Performance Conversations Status Update (when applicable)
- Low Performance Work Plan(s) Follow Up Report

### SERVICE

- Patient Satisfaction – scores/comments/trends reviewed
- Hourly Rounding hardwired: \_\_\_\_\_ Avg. Call Light Volume/Shift
- Discharge Phone Calls to Home hardwired: \_\_\_\_\_ Percent Complete
- Validation (Patient) Rounding hardwired: \_\_\_\_\_ Percent Complete
- Support Department Satisfaction Trends/Action Plan

### QUALITY

- Quality/Safety/Licensing/Accreditation/Regulatory Updates  
(Sentinel Event Alerts, NPSGs, Tracers/Audits, FMEA, etc.)
- Update on PDSA(s) and other improvement efforts

### GROWTH

- Volumes compared to last year and budget
- Revenues compared to last year and budget

### COMMUNITY

- Leader/Department Involvement in Community
- Community Involvement (volunteers, etc.) in Department