

3255 Salt Creek Circle, Suite 100

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nebraskahospitals.org

**Meeting Name Here | AGENDA**

**Next Meeting Information**

**Date:
Time:
Location:**

Date:

Time: Location/WebE:Conference: Line:
Meeting Leader:

Recorder:

 **ATTENDANCE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME | DEPARTMENT /ROLE | Present? | NAME | DEPARTMENT /ROLE | Present? | NAME | DEPARTMENT/ROLE | Present? |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Guest:** |  |  | **Guest:** |  |  | **Guest:** |  |  |

 **SUMMARY OF DISCUSSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Time | Topic (Lead) | Outcome | Process | Notes |
| 10:00 am(5 min) | 1. Welcome and ReviewAction Items |  |  |  |
| 10:05 am(5 min) | 2. |  |  |  |
| 10:10 am(10 min) | 3. |  |  |  |
| 10:20 am(35 min) | 4. |  |  |  |
| 10:55 am(5 min) | 5. Assign Action Items |  |  |  |

 **ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | OWNER | TARGET DATE | STATUS |
|  |  |  |  |
|  |  |  |  |

 **PARKING LOT**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | OWNER | TARGET DATE | STATUS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **DESIGN PLAN FOR SMALL TESTS OF CHANGE** |
| Initiative: | Intervention: |
| Smallest Unit of Change: | Scope: | Total # of staff impacted: |
| Planned Testing Timeframe: | Est. # of staff in testing: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Test Description** | **Test Plan** | **Tester** | **Lesson(s) Learned** | **Decision** | **Adaptation** |
| **1** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **2** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **3** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **4** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **5** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **6** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **7** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **8** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **9** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **10** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **11** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |
| **12** |  |  |  |  | \_\_Adapt\_\_Adopt\_\_Abandon |  |

|  |  |
| --- | --- |
| **OPERATIONAL TRANSITION PLAN:** | **START DATE:** |
| Owner(s) of New Process: | Accountable Leader: |
| Process Measure(s) to Monitor: | Oversight Group: |
| Method of Data Collection: | Frequency of Data Collection: |
| Value to Trigger Process Review: |

Adopted from Stephanie Sobczak MS, MBA “How to Improve Anything in 6 Meetings or Less”