

READINESS DEFINITIONS AND QUESTIONS

<p>Safety</p> <p>Something that creates harm or increase the risk of harm for our patients and staff</p>	<ul style="list-style-type: none"> • What are our safety issues for today? What do we anticipate in the next 24 hours? • What are our safety issues from the previous shift (patient or employee)? • Do we have any high-risk patients or non-routine procedures/tasks? • Are we dealing with any situations or conditions that distract from our ability to focus on our patients? • Are there any safety issues that might impact other departments?
<p>Methods</p> <p>Something is not going as it should</p>	<ul style="list-style-type: none"> • Are there any standards, expectations, or processes that need clarification? • Were there any quality issues or unexpected outcomes from the previous shift? • Did we have any issues with a process not being followed? • Do we have new standard work to follow? • What process are we focused on improving today?
<p>Equipment</p> <p>Broken, missing or misplaced</p>	<ul style="list-style-type: none"> • Do we have any broken or malfunctioning equipment? Removed from service? Work order placed? • Is all of our equipment in the correct location and ready for use? • Do we have enough equipment?
<p>Supplies</p> <p>Needed but not available or not in the right place</p>	<ul style="list-style-type: none"> • Do we have any stock outs, backorders, and/or shortages? • Are supplies located in the correct place? • Is there a need for any supplies we do not currently have on hand?
<p>Staffing</p> <p>Not enough people to do the work</p>	<ul style="list-style-type: none"> • Do we have any call outs? How is that job role being covered? • Does anyone need assistance today? • Are all job roles and functions properly covered? • Did you get to take your break on time? Leave on time?