|  | WORKSHEET UBT Snapshot Report |
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|  | PURPOSE  This tool provides a snapshot of how the UBT is functioning.  When to Use  Use this worksheet to provide information to your sponsor or to track areas where your team is currently functioning.  Who Uses  Co-leads and sponsors.  How to Use  Use the template to record how your team is currently functioning, capture team dynamics, track training completed, and log progress on performance improvement goals. |
|  | Sample   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Location: | | | | | Department: | | | | | | Fontana | | | | | The Busy Module | | | | | | Co-Leads: | | | | | Sponsors: | | | | | | Sam Jones, Labor  Kathy Johnson, Mgmt. | | | | | Sally Labor Rep, UNAC  Michael Smith, Director  Dr. Goodcare, PIC | | | | | | Meeting Schedule: | | | | | Meeting Location: | | | | | | 1st Thursday of each month, 12:30 – 2:30 | | | | | The Busy Module Conference Room | | | | | | Charter completed? | **Yes** |  | **No** |  | **Team members  are in place?** | **Yes** |  | **No** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Training | | | | | |  | Y | Co-lead Training (How to Co-lead a Partnership Team). | | | | Sue & Joe are scheduled for UBT Member Training on 3/19 | N | UBT Member Training for labor team members. | | | |  | Y | Rapid Improvement Model (RIM) for all team members. | | | |  | Y | Sufficient LMP process training to do the work of the team. | | | | Overall Assessment | | | | | | **ADD COMMENTS BELOW, IF NECESSARY.** | |  |  | Making progress, growing confidence. | | Our organizational work is done, and we’re trying to determine what our 1–3 goals should be. Looking for help from our sponsors to prioritize. | | |  | X | Struggling but coming together. | |  |  | Concerns exist requiring sponsor escalation / intervention. |   SAMPLE ONLY   |  |  |  | | --- | --- | --- | | Date: | Aim/Goal Statement: | | | **2/06/08** | **Within 30 days, increase the percent of patient beds elevated to 30° in Busy Mod, from 50% to 90%.** | | | Describe Test of Change: | | Results: | | 2/08/08: Post sign above beds of 2 nurses for 1 day and evaluate results. | | 2/08/08: Nurses said signs would help more if not hidden by equipment; shift signs to left. | | 2/11/08: Post sign above beds of 2 nurses on each shift for 1 week and evaluate results. | | 2/11/08: Elevation of beds was checked 3 times/day during rounding and noted on clipboard. 70% were at 30. | | 2/20/08: Post sign above all beds in the Busy Mod for 2 weeks and measure results. | | 2/20/08: Data collected at rounding shows 86% at 30. Nurses indicate that it helps. | | 3/15/08: Order and hang permanent signage (branded) for all beds in Busy Mod. | |  |  |  |  |  | | --- | --- | --- | | Date: | Aim/Goal Statement: | | | **3/05/08** | **Achieve target of a maximum of 10 total sick days off per FTE in the Busy Module by year end 2008.** | | | Describe Test of Change: | | Results: | | 3/05/08: Create a bulletin board with all attendance data from this year and last year, and engage staff in identifying barriers to improvement. | | 3/15/08: Bulletin board was created, but there are inconsistencies between dept. and region data for the Busy Module. Waiting for confirmation of accurate data from attendance. Got feedback from staff to bring to April UBT meeting. |   Adult Primary Care   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Metric Description | Team  Target | Team Baseline  (if known) | Frequency  of Metric Measurement | Performance to Date | Comments / Considerations | | **Patient Care / Service Goal #1:**  Overall rate of care (HCAHPS) | 67% Max.  60.3 Min. | 49.1%  (2/08) | HCAHPS Survey Results Summary received monthly  ASQ Monthly <website> | 53.5% | Customer comments relate largely to rude and uncaring staff and loud noises. | | **Patient Care / Service Goal #2** |  |  |  |  | | Access goal  (if appropriate) |  |  |  |  |  | | **Attendance:**  Total sick days / FTE (annualized) | 10 | 18.63  (2/08) | Monthly  <website> | 17.50 |  | | **Workplace Safety:** Accepted Worker’s Comp claims per 100 FTE | 0 | 3  (in 2007) | Monthly Workplace Injury & Information System (WIIS) | 0 |  | | **Clinical Goal #1:** Missed opportunity  Diabetic Hba 1c testing | 50% |  |  |  |  | | **Clinical Goal #2:**  Missed opportunity  Diabetic LDL-C screening | 50% |  |  |  |  | | **Employee Satisfaction and Involvement:**  People Pulse Q#5  (resources to do  our jobs) | 60% Favorable | 36% Favorable  (2007) | People Pulse annually |  |  | |