This checklist aims to assist the Safety Culture Lead in implementing and preparing teams for the safety culture survey

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| Action | Strategies / Outcomes | √ |
| Develop implementation plan  | Download the CEC’s *Guide to Safety Culture Measurement*  |  |
| Establish Executive Support / Sponsor  | * Undertaking a culture survey is supported and viewed as fitting into other important hospital/clinical unit initiatives
* Governance and responsibility for acting on outcomes agreed
* Culture survey tool agreed
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| Engage with clinicians / staff in nominated clinical unit  | * Communicate with the team the reasons for, and identify local issues or barriers to, undertaking the SAQ
* If a team has less than 8 staff, consider a facilitated discussion rather than a culture survey
* Establish roles and responsibilities
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| Communication plan  | * Communication of ‘go live’ date within clinical units and throughout hospital
* Information sessions on the why and how of doing a culture survey
* Regular reminders and follow-up post survey commencement
* Dates established for feedback sessions – optimally within 4 weeks of survey closure
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| Post survey data collection and analysis  | * Identify the person responsible for data analysis (if not Safety Culture Lead)
* Download the excel spreadsheet and PPT template from CEC website
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| Post survey facilitated feedback / action plan  | * Identify the person who will conduct the facilitated discussion (if not Safety Culture Lead)
* Dates established for feedback sessions – optimally within 4 weeks of survey closure
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| Plan review and feedback post survey  | Establish regular review dates and feedback to MDT on action plan developed from the survey e.g. place as agenda item on ward team meeting  |  |

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| The role of the CEC  | The CEC will provide support on request. This includes: * the identification of local expertise to support safety culture change initiatives
* support for the Safety Culture Lead in readiness activities such as developing a communication plan, user engagement and timing
* provide resources that can be localised for facility/ward/LHD
* undertake site visits and introductory information sessions
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