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 |  |
| 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 |  |
| 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 |  |
| 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 |  |
| 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 |  |
| 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 |