

*This tool was adapted with permission from the Greater New York Hospital Association/United Hospital Fund Quality Initiatives STOP Sepsis Collaborative.*

### TEAM EXERCISE: PLANNING WORKSHEET

NAME OF HOSPITAL:

NAME OF KEY CONTACT:

EMAIL ADDRESS OF KEY CONTACT:

The \_\_\_\_\_ team intends to accomplish:  
(name your team)

(general statement describing what you intend to accomplish)

by \_\_\_\_\_ because  
(time frame, i.e., month/year in which you intend to accomplish improvement)

(reasons to work on this improvement)

Our goals are:

(what will you measure and monitor through the initiative?)

**TEAM WORK PLAN**

SHORT-TERM OBJECTIVES (OVER THE NEXT MONTH)			
TOPIC/WHAT	HOW	WHO	STARTING WHEN
Create a project team within your hospital			
Complete the Baseline Assessment Survey			
Plan for roll-out of sepsis response protocols			
Develop educational programs to introduce staff to protocols			
Disseminate information about the initiative within the emergency department, ICU and other inpatient settings			
Plan for and implement method(s) for collecting data			

If you have other short-term objectives you hope to accomplish, please describe them here:

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## TEAM PLANNING WORKSHEET: ADDRESSING CHALLENGES, GOALS, AND SUSTAINABILITY

NAME OF HOSPITAL:

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Team goals:

1. To reduce mortality in patients with severe sepsis and septic shock by implementing a protocol-based approach to case identification and resuscitation; and
2. To enhance communication and patient flow between the emergency department and other areas of the hospital, in particular, the intensive care units.

List any changes to existing processes that your team has made over the past year in implementing the stated goals.

What is the biggest success your team has achieved thus far? (This can be anything from implementing new care processes, meeting performance improvement/outcome goals, developing a useful method to pursue data collection/ measurement, or establishing a new interdisciplinary sepsis committee that meets regularly within your institution.)

What would you consider your team's biggest challenge(s) thus far with implementing the protocols and data collection process, and striving to meet its stated goals and objectives?

If your hospital is having difficulty sending and documenting/reporting repeat lactates as part of meeting the resuscitation targets, what are some of the specific challenges?

What will your team's strategy to overcome your current challenges be over the next 12 months?

Please complete the grid below to use as a guide for developing your team’s work plan. List specific activities related to your team’s strategy to reach short- and long-term goals. Assign team member roles, target objectives, timeframes, etc. Be as specific as possible.

**TEAM WORK PLAN**

WHAT IS YOUR TEAM’S STRATEGY TO EXPAND YOUR SEPSIS IDENTIFICATION AND TREATMENT EFFORTS TO OTHER AREAS OF THE HOSPITAL BEYOND THE INITIAL EMERGENCY DEPARTMENT/ INTENSIVE CARE UNIT FOCUS?			
WHAT	HOW	WHO	STARTING WHEN
			Over the next month
			Over the next six months
			Over the next year
WHAT ARE YOUR HOSPITAL’S ADDITIONAL SHORT- AND LONGER-TERM GOALS? LIST SPECIFIC ACTIVITIES YOUR TEAM WILL TRY TO ACCOMPLISH OVER THE NEXT SIX MONTHS TO A YEAR TO CONTINUE ITS CURRENT WORK AND WORK TOWARDS YOUR INTERNAL GOALS.			
WHAT	HOW	WHO	STARTING WHEN

## DATA QUESTIONNAIRE

**Instructions:** Before completing this worksheet, review your institution's hospital-specific data report and complete the following information as a team.

NAME OF HOSPITAL:

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What have been your team's successes with data collection?

What have been some of your team's challenges with the data collection?

What will your team's strategy to overcome your current challenges be over the next four months?

Based on the online data reports available to you, what are the major issues you need to improve in terms of data quality, or in your overall data collection approach? How will you address these issues?