**Senior Management Meeting Agenda**

**Welcome**

Roll Call (depending on size of group)

Follow-up on previous issues

Share new safe patient handling information (research findings, new equipment, conferences, training, etc.)

Share Best Practices

1. Describe the Best Practice
2. How can others benefit from this?
3. How was it implemented?
4. Who implemented it?
5. What were some implementation facilitators?
6. What were some implementation barriers?
7. Discuss how others can implement the Best Practice

Share Issues of Concern

1. Use the safety huddle format to discuss the issue
   1. What happened or didn’t happen? What was the issue?
   2. What was supposed to happen?
   3. What accounts for the difference?
   4. How could the same outcome be avoided the next time?
   5. Develop a follow-up plan - What specific actions might other organizations institute as interventions for this issue in their own organization?
2. Discuss how others can benefit from this information

Discuss Conference Call ‘Topic’ (decided upon previously)

Determine if any follow-up needed for next call

Selection of ‘Topic ‘for next call

Reminder of date/time for next call