

## Supervisory Monthly Meeting

<b>NAME:</b>		<b>DATE:</b>	
<b>Topics</b>	<b>Agenda</b>	<b>Notes/Action Items</b>	
<b>Rounding for Outcomes</b>	<ul style="list-style-type: none"> <li>▪ Personal Connection/Relationship Building</li> <li>▪ What's working well</li> <li>▪ Staff and/or physicians for recognition (who/what/why)</li> <li>▪ Systems or processes that need attention</li> <li>▪ Tools and equipment to do your job/care for patients</li> <li>▪</li> </ul>		
<b>Review of Performance</b>	<ul style="list-style-type: none"> <li>▪ Annual Performance Goals</li> <li>▪ One to One meeting completion</li> <li>▪ What issue has been hardest to handle, why</li> <li>▪</li> </ul>		
<b>Service</b>	<ul style="list-style-type: none"> <li>▪ What unit has longest waitlist?</li> <li>▪ Open chairs?</li> <li>▪ Chairs closed due to staffing?</li> <li>▪ What are the trends in missed treatments, any improvement seen?</li> <li>▪</li> </ul>		

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<p><b>Quality</b></p>	<ul style="list-style-type: none"> <li>▪ What are your focused units for QAPI measures, why</li> <li>▪ Who has improved in CVC &gt;90 day rates this month?</li> <li>▪ What unit declined in Adequacy, what is the plan to improve?</li> <li>▪ Patient feedback?</li> <li>▪ What are your SAS trends?</li> <li>▪</li> </ul>	
<p><b>Employer of Choice</b></p>	<ul style="list-style-type: none"> <li>▪ Open Positions</li> <li>▪ Who is at risk for leaving?</li> <li>▪ What is best practice on huddle boards this month?</li> <li>▪</li> </ul>	
<p><b>Finance</b></p>	<p>Variance Description Month and YTD</p> <ul style="list-style-type: none"> <li>▪ FTE</li> <li>▪ Productivity</li> <li>▪ Use of Overtime</li> <li>▪ # of open positions</li> <li>▪ # of orientees</li> <li>▪</li> </ul>	
<p><b>Misc.</b></p>	<p>Recognition</p> <ul style="list-style-type: none"> <li>▪ Who would you like to recognize this month?</li> </ul>	