# Small Rural HOspital TRANSITION (SRHT) Project

## Organizational Name

## Quality Improvement (QI) Project

## Report Presentation and Action Planning Session

## Day, Month Date, 2018 at 8:30 am - 4:00 pm

All team members listed in the agenda below should **reserve the** **full day** to actively participate in the report presentation and action planning session. Board of Directors and medical staff are encouraged to attend the report presentation.

**Agenda**

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| **Time** | **Activity**  | **Expected Attendees** |
| 8:30 – 8:45 | Introductions: Chief Executive Officer and SRHT Project | **Executive leadership:** CEO, CFO, CNO, COO**Department Managers and Leaders:** * Nursing Clinical Leaders
* Revenue Cycle Manager
* HIM Manager/key Medical Records Staff / Coders
* Quality Director / Manager
* Care Management Team (UR, PI/QI)
* Radiology Director / Manager
* Respiratory Therapy Manager
* Lab Director / Manager
* Rehabilitation / Therapy Manager
* Surgery Director / Manager
* Emergency Dept Director / Manager
* Physician Practice Director / Manager
* Nursing Home and Home Health Director
* IT Director / Security Officer**\***
* Human Resources Manager**\***
* Facilities/Maintenance/Safety**\***
 |
| 8:45 – 10:45 | Report Presentation: Overview of Critical Findings by Stroudwater Associates |
| 10:45 – 11:00  | Break |
| 11:00 – 12:00 | Discussion and Prioritization of Recommendations |
| 12:00 – 12:30 | Lunch Break |
| 12:30 – 2:00 | Action Planning for Short and Long-Term Implementation Strategies |
| 2:00 – 2:15 | Break |
| 2:15 – 3:30 | Action Planning for Short and Long-Term Implementation Strategies |
| 3:30 – 3:45 | Management Team Discussion: Department Action Steps |
| 3:45 – 4:00  | CEO Closing Comments |
| 4:00 | Adjournment  |

**\* Only** team member that may be excused after the report presentation.