What is a Daily Check-In?

- Our Daily Check-In is a 15 minute daily connection that allows the units & departments in the hospital to coordinate on issues that affect the safe operations of the hospital.
- The goal of daily check-in is to ensure communication and problem-solving about key issues among all members of the UH/CVC team.
- Daily check-ins allow for hospital leadership to be engaged with daily safety concerns and ensure that they are followed up on in a timely manner before they reoccur and cause harm to our patients, visitors or staff.

What will we cover in the Daily Check-In?

We will ask each area to prepare for each daily check-in and bring forward items that might affect patient, visitor and staff quality & safety.

Who needs to come to the Check-In?

For this to be a success every area needs to send a prepared participant. This allows completion in 15 minutes, for lessons to be shared broadly, and for appropriate follow up to issues identified.
Ask your team, "Are there any issues today that might cause visitor or staff dissatisfaction?"

**SAFE**
- No significant events to report

**HARM**
- Be Prepared to Report
  - An event or situation has occurred that has resulted in actual harm or significant dissatisfaction.

**AT RISK**
- An event or situation has occurred that places patients, visitors, or staff at risk for harm or significant dissatisfaction.

**INFORMATION**
- General Announcement regarding an item of interest to the group.

Connecting rapidly with real-time information to prevent harm.

**IMPLEMENTATION DATE**: 3/3/2014

09:30-09:45 | UH B1 | C202

Before Daily Check-In
- Complete Daily Check-In
- Review Summary
- Submit Daily Email Report

After Daily Check-In
- Prepare to Report next Daily Check-In
- Complete Daily Problem Solving
- Report Summary

During Daily Check-In
- Create or update problem solving issues or connections with customers or providers
- Roll Call: Promptly arrive for 9:30 am check-in that should involve issues or problems identified by Dailly Factored or Incentive Summary
- Review issues identified in Safety/Quality Report
- Complete roll call

Download additional details from the Daily Check-In packet.