

Name _____ Department _____

Dept/Person Rounded on _____ Date/Week of _____

Key Words or Questions	Special Employee Issues

Tips:

1. Initially introduce purpose and commitment to rounding.
2. Executive Assistant can help manage Senior Leader Rounding process and schedule by sending log to department leader in advance to complete the left side.

Information – to be completed by department leader in advance of Senior Leader Rounding	Comments	
1. Accomplishments of the Department		
2. New Equipment Purchased		
3. Staff to Recognize	<u>Who</u>	<u>What/Why</u>

4. Staff to Coach/Mentor	
5. Tough Questions/Issues	
6. Physician Activities or Issues	
7. Current Patient Satisfaction Results	
8. Current Employee Satisfaction Results	