

A Plan in Hand:

The first 2 weeks as a TCAB Unit



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Planning your TCAB Launch

This Document is in your materials packet.

These are suggestions for your consideration

LAUNCHING TCAB IN YOUR HOSPITAL

You and your TCAB team need to decide how to best launch TCAB on your unit. There are many ways to start TCAB and to introduce staff and hospital leadership to your plan. Here are a few suggestions:

- ☐ Schedule a TCAB learning session on your unit that provides an overview of TCAB and the processes involved.
- ☐ Arrange a presentation to hospital leadership, or your Quality Council/Steering Committee.
- ☐ Make a facility announcement on program participation and unit selection (for example, host kickoff informational staff meetings for each shift).

“When you get a new hammer, everything looks like a nail.”



To-Do's and Not To-Do's

When you get back to your unit, what would be some important things to remember about introducing TCAB to your co-workers?



Your Job #1 -

Successfully involving everyone working on your unit in the TCAB transformation.

But first consider:

WHO will be impacted by TCAB during these next 18 months?

WHY will they need to know about TCAB?

HOW are you going to engage your entire unit, and your hospital, in TCAB?

Good Ideas from Project Management



“Well begun is half-done.” -- *Aristotle*

A simple model

Transparency

Accountability

Documentation

Standardization

Key Questions to consider

Transparency:

How will your unit know what you are up to?

Accountability:

How will you show each other, and your unit, that progress is being made?

Documentation:

How will you keep track of what works, what didn't, and what changes could be coming?

Standardization:

How will you prepare for spreading TCAB throughout your hospital?

TCAB

A Plan for the first 2 weeks

AIM Statement: At the end of the first 2 weeks our staff/unit/hospital will:

Priorities:	What are your top 3 priorities for the first 2 weeks of TCAB?	Why is this important?	By when?
1)			
2)			
3)			

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Tasks and Accountability

PRIORITY 1:			
What tasks?	Who will do?	By When?	Status
PRIORITY 2:			
What tasks?	Who will do?	By When?	Status
PRIORITY 3:			
What tasks?	Who will do?	By When?	Status

AIM Statement

Use the appreciative question:

At the end of the first 2 weeks
our staff/unit/hospital will....



Prioritization & Timeline

Take a few minutes in your team to determine the following:

- A. What are the top 3 priorities for your team to tackle in the first 2 weeks? What and Why?
→ *List those general priorities*
- B. When would you like those things to be “done”?
→ *Pick your Target Dates*

8 Minutes for completion

Tasks & Assignments

Take a few minutes in your team to determine the following:

- C. What tasks will it take to get those things done?
→ List a few steps for each priority
- D. Who will do what?
→ Team members select what they will do
(please include everyone – share the fun!)

12 Minutes for completion

Hooray - You have a plan!

Our first team call is August 3rd.



We will share what is working well in the first two weeks, where any challenges are, and help each other learn how best to move forward.

Open Sharing:

What is one neat, crazy, or especially important thing you will do in the next 2 weeks?

Questions?