



Leadership/Management Stand-Up Meeting Sample Agenda

1. Look Back

- Safety, Operational, Business, Quality and Clinical Concerns/Observations from Yesterday
 - Residents
 - Family Members
 - Staff
 - Providers
- Significant Injuries/Events/Incidents; Transfers
 - Status of Investigation/Communication
- Complaints/Grievances
- Next Step Actions, Assignments and Accountabilities
 - Consider a Leadership Tracking Board of Outstanding Actions

2. Look Today

- Potential/Actual Safety, Operational, Business, Quality and Clinical Concerns/Challenges
- Admissions
- Discharges
- Staffing
- Resident Medical Orders Requiring Team Collaboration
- Overview of Today's Facility Activities
- Weather, Building, Equipment Issues
- Actions, Assignments and Accountabilities
- Status of Tracked Issues

3. Look Ahead

- Anticipated Safety, Operational, Business and Clinical Concerns/Challenges
- Admissions
- Discharges
- Staffing

4. Daily Stand-Down Meeting

- End of the Day Meeting to Discuss Status of Actions, Assignments and Accountabilities and Any Anticipated Changes to the Look Ahead

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