Planning Facilitation Sessions Chart

Use this chart to help facilitate conversations among your team about planning the Safety Program in Perinatal Care.

| DECISION POINT | PLAN |
| --- | --- |
| How many sessions need to be held?  Tip: Consider when staff members are most likely to be available. Sometimes it’s helpful to host multiple sessions at different times to enable staff members from different shifts to attend. | (enter your plan here) |
| When and where will each session take place?  Tip: Hosting meetings close to frontline providers and the staff’s typical work setting increases the likelihood of their attendance. | (enter your plan here) |
| Who will facilitate each session?  Tip: Aim for a ratio of 1 Hospital AIM Team Lead per 15 staff members. | (enter your plan here) |
| How will you promote attendance? What are communication channels to inform all frontline providers and staff members? | (enter your plan here) |
| Who is responsible for attendance tracking, note taking, and recording ideas and feedback from each session? | (enter your plan here) |
| Who is responsible for collating notes and ideas across all sessions? | (enter your plan here) |
| How will the team ensure there is followup on any action items? | (enter your plan here) |

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