



**FOUNDATION FOR
Health Care Quality**

**Washington
PATIENT SAFETY COALITION**

Friday June 5, 2020
1:00-2:00 p.m.

<https://zoom.us/j/421340522>
Meeting ID: 421 340 522

Phone: 346 248 7799, Meeting ID: 421 340 522

Issues: Call Steve Levy 954-540-3860

Meeting Agenda:

2:00 p.m.	Recap Catching up and regrouping. See March notes. Review and discuss worksheet from March meeting.	Chair
2:20 p.m.	Post COVID Discussion Discuss and share our organizations' plans to address/enhance psychological safety for the workforce in a "post" COVID environment.	Group
2:50 p.m.	Next steps	Chair

Next meeting July 3, 2020, 2 p.m. PT



Project Planning Worksheet

Project Name:	Psychological Safety in the Workplace
Chair Person:	Rodica Pop
Committee Members:	
Purpose:	The workgroup will develop tactics and tools to promote and encourage a culture where employees are willing to speak up and report safety issues without fear of retaliation
Performance Gap:	Disparity found between current situation and intended situation <i>To Be Completed by Workgroup together</i>



Project Definition	
Goals/Aim:	<i>What are we trying to accomplish? Make sure your goal is- Specific, Measurable, Achievable, Relevant, Time-bound</i>
Scope:	<i>Please indicate the work you see as being included in the project and the work you see as being outside of this project.</i>
Process:	<i>Think about what activities, decisions and actions will need to be taken from the first meeting on to reach the project goal. Also think about who will need to own those actions and how they will be accomplished</i> <i>To Be Completed by Workgroup together</i>
Deliverables:	<i>What will this group produce based on stated goals and scope?</i>