**Request for Participation in Culture of Safety Survey Action Planning**

**Key Contents:**

1. Intro statement on why the Culture of Safety Survey is a top priority at your organization
2. Statement about patient safety being a multidisciplinary initiative to outline why these recipients are being contacted
3. Provide a brief survey overview (survey window, when results are expected to be available, etc.)
4. Ask for support and partnership from multidisciplinary team members, outlining the expectations for participation (reviewing results, huddling with other team members, actively participating in the action planning meeting)
5. Statement outlining executive leadership’s support for staff to prioritize this activity

**Sample Email**

**Recipients:** Pre-identified Action Planning Groups

**Subject:** Request - Culture of Safety Survey: Action Planning

***Sent on Behalf of <Chief Nursing Officer> and <Chief Medical Officer>***

One of our top priorities is to provide the safest possible care to patients. Some of the ways we do this is by ensuring staff work in an environment where they feel safe raising patient safety concerns and they have reliable channels to communicate effectively within and across teams. These attributes contribute to a strong culture of safety which ultimately promotes employee engagement, reduces burn out and allows us to provide our patients with high quality care.

Culture of safety is co-created by all the disciplines that work together in the clinic. To improve our ability to act meaningfully on our results we have designated a multi-disciplinary leadership team for each of our larger clinic areas. You are receiving this email as you have been identified as either an MD, APP or Nursing / Operations Leader for your clinic area.

Our next Culture of Safety Survey will open <date> and your clinic’s results will be available to you via <email/dashboard/other>. We would like to ask for your support and partnership in the following:

1. Participate in a 1-hour action planning meeting facilitated by a patient safety program manager to review results and develop 1 action item to address your greatest area of opportunity
   1. **Huddle with your team to review results before action planning meeting**
   2. Timeline for meeting is <\_\_\_\_\_\_\_\_\_\_\_\_>
   3. Recommend stakeholders to be added to action planning meeting
2. Socialize action plan with your teams
3. Accountability for implementation of agreed upon 1 action item

If urgent priorities or unforeseen circumstances arise that prohibit your participation in the review and analysis of your clinic results, please contact <\_\_\_\_\_\_\_\_\_\_\_\_>.  Our goal is to implement an action item for each participating clinic to mitigate their greatest area of opportunity for safety culture.

Thank you for helping to make patient care even safer.