

WHAT: Senior Leaders will round on departments through RHI as part of our efforts to enhance engagement and ensure staff are up-to-date on organizational initiatives.

WHY: Senior Leader Rounding is a critical piece for staff engagement across the organization. Senior Leader Rounding has been shown to support the following:

- Reassures and engages staff
- Increased visibility
- Creates intentionality and purpose in rounding vs. just “wandering” the units
- Connects the Dots for Staff Regarding Decisions/Outcomes of the organization
- Eliminates the we/they Mentality
- Improves Physician Integration

WHO: Senior Leaders that are Part of the Administrative Team will round on departments in conjunction with that departmental leader.

WHEN: Once Per Quarter per the Designated Rounder Schedule.

HOW:

Timeframe	Process
	Administrative Assistant sends meeting invite to Senior Leader and Department Leader (nurse manager, therapy manager, etc.) for 30 minute Rounding Block Time. Scouting Report Template Attached to Invite.
3 Days Prior to Rounding Date	Departmental Leader updates and sends Scouting Report to Senior Leader that is rounding on that department. Scouting report is critical to have the Senior Leader and Department Leader on the same page to address events on the unit.
	Senior Leader Reviews Scouting Report and asks any clarifying questions to Department Leader.
Rounding Day	Senior Leader Rounds on Department with Department Leader. Goal is to have as many staff available to talk with the leader as possible when rounding.
Within 48 Hours of Rounding Date	Senior Leader Follows-up with and Issues and Completes Senior Leader Stoplight Report Located K:\AOC\Senior Leader Rounding . Appropriate follow-up will be designated per rounding Senior Leader.