

Hospital Initiatives for Safer Patient Care

On the CUSP: Stop CAUTI

PROPOSED Project Implementation Checklist

Task	Due Date	√ Completed	Organizational Lead Responsible Party	Resources
Registration and Pre-Work to be Completed Before Data Submission Begins				
Identify Project Leader and begin to introduce the project to potential hospital safety team members	10/31/11		CEO and/or Quality Department	Contact Jeanne DeCosmo at MHA (410-379-6200) for assistance in identifying the key person(s) for your team
Complete and return Unit Team Commitment Form to Maryland Hospital Association	10/31/11		Project Leader	Fax or e-mail to: Dana Bonistalli danab@mhaonline.org Fax: 410-379-8239
Complete online registration for Care Counts Registration	10/31/11		Project Leader	http://www.hret.org/unit-registration/index.php
Sign and return Data Use Agreement to HRET via mail, e-mail or fax	10/31/11		Project Leader	Send completed agreement to: Denise Shannon Health Research & Educational Trust 155 N. Wacker, Suite 400 Chicago, IL 60606 E-mail: dshannon@aha.org Fax: 312-422-4568
Register team members for face-to-face November 14 Learning Session I	10/31/11	✓	Project Leader	https://ww2.eventrebels.com/er/Registration/StepRegInfo.jsp?ActivityID=6878&StepNumber=1
Create your complete reference guide by downloading all online program materials	11/13/11		Project Leader	Visit www.onthecuspstophai.org , select "Stop CAUTI", and then click "Manuals and Toolkits" to download all the links under that section: <ul style="list-style-type: none"> • On the CUSP: Stop CAUTI Implementation Guide • CAUTI Intervention Toolkit

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Begin the CUSP pre-work of "Assembling Safety Team" and "Partner with Senior Executive," and plan the first meeting, which should include viewing the "Science of Safety Video"	TBD		Project Leader	For the video, go to www.onthecuspstophai.org , click "Stop CAUTI," "Manuals and Toolkits," scroll down to the "The Science of Safety Video" link.
Complete the online Readiness Assessment.	TBD		Project Leader and team	Link will be sent when the survey is to be completed.
Complete HSOPS Survey	February 24, 2012		Unit Staff	Teams will be provided a unit-specific Web link. Registration period is January 16-27, 2012. Survey period is January 30-February 24, 2012.
Onboarding Calls				
Onboarding Call #1: Setting up for Success; Teams & Aims Presented by Chris George RN, MS & Mohamad Fakih MD, MPH	November 30, 2011 at 3:00 p.m. ET	✓	At least one team member	Recording (mp3) Presentation (pdf)
Onboarding Call #2: Data Definitions Presented by Russell Olmsted, MPH, CIC & Shelby Lassiter, RN, BSN, CQH, CIC	December 6, 2011 at 3:00 p.m. ET	✓	At least one team member Target audience: Infection Preventionists and Unit Leads.	Recording (mp3) Presentation (pdf) Instructions for Completion of UTI (pdf) Denominator ICU Form (pdf) CDC CAUTI Event Definition & Criterion Form (pdf) NHSN UTI Form (pdf)

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Onboarding Call #3, Part 1: Care Counts Data Entry Training	Offered on both December 13 at 2:00 PM and December 15 at 2:00 PM		At least one team member Target audience: Data Entry & Report Users, Infection Preventionists, Unit Leads	<p>Option A: December 13, 2:00 PM Event number: 663 884 185 Call-in: 1-877-668-4493 https://mhakeystonecenterevents.webex.com/mhakeystonecenterevents/onstage/g.php?d=663884185&t=a</p> <p>Option B: December 15, 2:00 PM Event number: 665 941 994 Call-in toll-free number (US/Canada): 1-877-668-4493 https://mhakeystonecenterevents.webex.com/mhakeystonecenterevents/onstage/g.php?d=665941994&t=a</p> <p>Webinar Objective: This 60 minute webinar will provide instruction about the use of Care Counts for outcome and process data entry, and the team checkup tool, as well as training on MHA Care Counts reports. The target audience will be Data Entry & Report Users, Infection Preventionists, and Unit leads.</p> <p>Materials will be available one week in advance of the call at the following link: http://www.onthecuspstophai.org/stop-cauti/learning-sessions/cauti-cohort-3-onboarding-calls/</p>

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Onboarding Call #3, Part 2: HSOPS Training	Offered on both January 9, 2012 at 2:00 PM and January 12, 2012 at 2:00 PM		At least one team member Target audience: HSOPS Survey Coordinator	<p>Option A: January 9, 2012, 2:00 PM Event number: 662 925 159 Call-in: 1-877-668-4493 https://mhakeystonecenterevents.webex.com/mhakeystonecenterevents/onstage/g.php?d=662925159&t=a</p> <p>Option B: January 12, 2012, 2:00 PM Event number: 662 539 362 Call-in: 1-877-668-4493 https://mhakeystonecenterevents.webex.com/mhakeystonecenterevents/onstage/g.php?d=662539362&t=a</p> <p>Webinar Objective: To provide instruction about administering HSOPS, survey entry and HSOPS reports. The target audience is the HSOPS Survey Coordinator.</p> <p>Materials will be available one week in advance of the call at the following link: http://www.onthecuspstophai.org/stop-cauti/learning-sessions/cauti-cohort-3-onboarding-calls/</p>

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Onboarding Call #4, “Taking a Closer Look” Presented by Barb Edson, Chris Goeschel, and Chris George	February 8 at 3:00 p.m. Length: 75 Minutes		At least one team member	Call-In information: Attendee: 800-351-6808 Passcode: 686483 Participant Join Link: https://www.yourcall.com/webecho/GuestLogin.aspx?ConfRef=27619048&Pin=7313 Webinar Objective: The purpose of this webinar is to provide a higher level understanding of CUSP and its impact on patient safety and quality care. All participants are encouraged to attend. Materials will be available at http://www.onthecuspstophai.org one week in advance of the meeting.
Learning Sessions (face-to-face meetings)				
Attend Learning Session I	11/14/11	✓	Two to three team members	Learning Session I is November 14, 2011 at Doordan Health Sciences Institute, Health Sciences Pavilion, Anne Arundel Medical Center
Attend Learning Session II	Mid-2012		At least one team member	Mid-2012
Attend Learning Session III	Early to mid-2013		At least one team member	Early to mid-2013

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Data Submission				
Familiarize your team with the Outcome Data Collection Schedule and be prepared to start submitting baseline data in January 2012	December 2011		Project Leader/Data Entry User	Data Collection Schedule: http://www.mhaonline.org/File%20Library/Quality/CAUTI/CAUTI-Data-Collection-for-Cohort-3.pdf Data is entered at Care Counts (or to NHSN and uploaded to Care Counts by the Maryland Hospital Association)
Familiarize your team with the Process Data Collection Schedule and be prepared to start submitting baseline data in March 2012	February 2012		Project Leader/Process Data Collector	Data Collection Schedule: http://www.mhaonline.org/File%20Library/Quality/CAUTI/CAUTI-Data-Collection-for-Cohort-3.pdf Data is entered at Care Counts
Familiarize your team with the Team Checkup Tool and be prepared to start completing that tool in April 2012	March 2012		Project Leader	Data is entered one time per quarter at Care Counts
Calls				
Participate in Statewide Coaching Calls	TBD		At least one team member	TBD
Participate in quarterly Content Calls	TBD		At least one team member	TBD

Note: This checklist is based on information the Maryland Hospital Association has received to date. It is a work in progress, to be updated as new information is made available.

***On the CUSP: Stop CAUTI* Maryland Project Team**

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