

Action Plan

Name: _____ Date contract established: _____

Please record: Step 1: the development priorities you have identified and your specific objectives. Step 2: action steps/strategies. Step 3: the involvement of others to support your efforts. Step 4: your target date(s) for completion. Step 5: progress to date (if applicable or to use to track future progress).

| STEP 1: | STEP 2: | STEP 3: | STEP 4: | STEP 5: |
|---|---|--|--|--|
| Development Priority/Goal(s) | Action Steps/Strategies | Involvement of others | Target date(s) | Progress to date |
| <p><u>Improve communication</u></p> <p>Goals: (*SMART)</p> <p>1. I will improve my communication within the team by engaging in team member huddles on a daily basis prior to beginning surgery.</p> <p>2.</p> | <ul style="list-style-type: none"> Inform surgical lead and team members of my intention Request surgical lead be responsible for gathering the team prior to starting procedure and informing me when ready Encourage team members to ask questions during huddle and the procedure Inform team members of possible difficult stages of the procedure and likelihood that my tone of voice may change as procedure goes on. Request that they not personalize. Meet with OR team after stressful event to debrief. Apologize if appropriate. | <p>Surgical team lead(s) and all team members</p> <p>Inform CMO/MD of my intentions</p> | <p>Daily</p> <p>Check in with Surgical Lead at end of first week to get feedback</p> <p>Inform CMO of what is working as appropriate</p> | <p>(To use for future progress)</p> |
| <p><u>Manage workplace stress and frustration</u></p> <p>Goals: (*SMART)</p> <p>1. I plan to decrease my work stress by reserving one hour of my regular schedule per day for documentation for one month.</p> <p>2.</p> | <ul style="list-style-type: none"> Inform nurse, scheduler and others of my intentions Request that all calls go through the nurse first prior to patient requests coming to me Close office door during this time Leave clinic by 6pm each night At the end of one month assess for effectiveness | <p>Nurse and scheduler to be informed and asked to support this effort</p> <p>Inform spouse/partner of plan and request they support me in role of accountability partner</p> <p>Meet with EMR coordinator to assure software upgrades and</p> | <p>30 days for internal review – goal is for all charts to be caught up – continuation of plan will be based on progress</p> | <p>(To be updated prior to coaching session)</p> |

| | | relevant training related to EMR | made | |
|--|--|--|---|--|
| <p><u>Improve work/life balance and resiliency</u></p> <p>Goals : (*SMART)</p> <p>1. I will begin engaging in Mindful Meditation for 15 minutes, three times per week on M,W,F for 60 days.</p> <p>2.</p> | <ul style="list-style-type: none"> Remove office of clutter and distractions by end of week (date) Request new office chair that supports this goal. Download onto computer/smart phone appropriate software to support this goal Begin session by entering “3 things I am grateful for” in gratitude log Inform Nurse of plan to begin this goal and request her support | <p>Inform spouse/partner of plan and request their support</p> <p>Inform nurse of plan and request their support</p> <p>Request son/daughter/IT assist in downloading software</p> | <p>30 and 60 day(list dates) for review; progress assessed against 85% intended rate of participation</p> | <p>(To be updated prior to coaching session)</p> |

Related Questions:

What will be different regarding the communication/behavior/morale within my work team and for me when I succeed at reaching my goals?

Complaints from the team to the DON and CMO regarding my behavior will cease. Morale of the team will improve as evidenced by more smiling, eye contact and laughing. People will present as “more at ease” in the OR. There will be less swearing on my part. I will enjoy my work more as my communication efforts begin to work on improving relationships and communication among the team.

Who on my team will notice the changes first?

My clinic/surgical teams, my partners, my spouse/partner

What “red flags” do I need to be on the lookout for as a first sign I am returning to old behavior?

Starting to swear again, using belittling tone/sarcasm, I stop engaging in work-life balance activities I had committed to

What will I do when I slip up? What repair techniques will I utilize?

Apologize in a timely manner; take ownership for my behavior

What is one “take away” from the seminar that I will be implementing in the future?

A better understanding of my DiSC style and the styles of those I work with

***SMART goals– Specific, Measurable, Attainable, Realistic, Timely**