Patient Safety Awareness Week
Implementation Checklist

To assist in the planning and celebration of Patient Safety Awareness Week, NPSF has prepared a check-list of activities to help your staff, patients, families and members of your community.

Prior to Patient Safety Awareness Week

Encourage Staff to Be United in Safety By:

☐ Recording podcasts from leadership, explaining to staff the importance of patient safety and what your organization is doing to work towards improving patient care.

☐ Alerting staff about the NPSF complimentary webcast on patient and family engagement.

☐ Scheduling a Patient Safety Staff Meeting Series and inviting all staff members to participate. During the meetings you can:
  - Share patient safety stories; invite patients, families and staff to share their patient safety experiences
  - Share the Ask Me 3® Video with staff. Live Tweet during the viewing and be sure to use the hashtag #PSAW2015 and include the @theNPSF
  - Educate staff about patient safety issues. Resources such as articles and other publications are available on the NPSF website.
  - Discuss solutions which can be implemented to overcome any concerns raised by patients and/or families
  - View podcasts from leadership
  - Hear from experts in the patient safety field (Need ideas for potential speakers? Check out the NPSF Health Care Safety Speakers)

☐ Starting an award recognition program in your organization for embedding patient safety practices and present the awards during Patient Safety Awareness Week.

☐ Distributing a “CEO letter to staff” announcing your organization’s involvement in Patient Safety Awareness Week.

☐ Placing an announcement about Patient Safety Awareness Week in your company newsletter. Use one of the logos that you can download for free from our online store.

☐ Scheduling and marketing a patient safety fair during Patient Safety Awareness Week. Plan fun and educational games and activities for staff, such as Patient Safety Jeopardy, Safety Land (like Candy Land) and Patient Safety Squares (like the game show Hollywood Squares).

☐ Choose a day to invite staff to wear purple for patient safety. Post a picture of your staff using the #PSAW2015 hash tag and be sure to include the @theNPSF.
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Encourage Patients and Families to Be United in Safety By:

☐ Distributing the Ask Me 3® materials that are available from the NPSF store and the Ask Me 3® website.

☐ Scheduling and marketing a brown bag lunch or round table discussion for patients and families, to educate them about their role in their health care. Begin with a keynote from your CEO.

☐ Distributing the Medication White Boards for Patients, Patient Medication Wallet Cards and Personal Medical Journals for Patients during Patient Safety Awareness Week. (Available on the NPSF website) Tip: Laminate the Medication White Boards for Patients so patients can reuse the Whiteboard.

☐ Scheduling and marketing an Open House to:
  - Introduce departments and services within your hospital to the patient and family population (such as ethics committees, social workers, ombudsman programs, patient and family advisory councils, etc.).
  - Allow civic groups and residents to meet the staff, visit emergency rooms, and see your facility BEFORE they need it.

Encourage Your Community to Be United in Safety By:

☐ Announcing via press release, organizational activities in support of Patient Safety Awareness Week.

☐ Creating a Twitter account for your organization and use the #PSAW2015 hash tag for the week and be sure to include the @theNPSF, so members of the community can participate in a dialogue.

☐ Joining the Patient Safety Awareness Week Event Page on Facebook.

☐ Creating a Facebook account for your organization. Invite patients and families to join the group and share stories about their experiences. Update the page frequently with important information for patients and families and follow NPSF on Facebook.

☐ Contact your local lawmakers to request a resolution declaring March 8-14, 2015 National Patient Safety Awareness Week. You can download an example of a template from the NPSF website under the resources section.

☐ Creating public service announcements about communication, dialogue and partnering between patients and health care providers. (To help get the message out, enlist major local radio and TV stations and local politicians, along with university and local community print media to provide in-kind support).

☐ Submitting editorials, first-person stories, and op-ed pieces for local papers and newsletters.

Patient Safety Awareness Week is an education and awareness building campaign for that promotes health care safety. For more information visit npsf.org/psaw

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During Patient Safety Awareness Week (March 8-14)

Encourage Staff to Be United in Safety By:

☐ Hosting the Patient Safety Staff Meeting Series.

☐ Participating in the NPSF complimentary webcast on patient and family engagement.

☐ Publishing patient safety stories from patients and staff on your intranet once a day during Patient Safety Awareness Week.

☐ Presenting your organization’s patient safety awards.

☐ Updating your computer screen savers with the Patient Safety Awareness Week logo. You can download the logos for free through the NPSF store.

☐ Playing the educational video or Ask Me 3® video in your patient waiting rooms, exams rooms and other locations where staff and patients will see.

☐ Identifying and recognizing your patient safety champions by giving them NPSF Patient Safety Champion stickers. You can purchase these stickers in the NPSF Store. Key characteristics of a patient safety champion are: someone who is passionate about patient safety, someone who acts as a cheerleader for improving safety, and someone who demonstrates leadership for implementing patient safety initiatives.

☐ Hosting a patient safety fair.

☐ Hosting a dress down day in support of patient safety. Staff pay $5.00 to dress down and the money is donated to the agreed on patient safety cause/organization.

☐ Encourage staff to wear purple on the designated wear purple for patient safety day. Post a picture of your staff using the #PSAW2015 hash tag and be sure to include the @theNPSF.

Encourage Patients and Families to Be United in Safety By:

☐ Posting promotional materials in your facility, such as the posters and table tent cards available on the NPSF store.

☐ Staffing a table during Patient Safety Awareness Week to distribute materials to patients and families. Hand out the promotional stickers, pens, and sticky notes available on the NPSF store.

☐ Running the Patient Safety Awareness Week video on your organization’s tv network.

☐ Hosting a patient and family brown bag lunch or round table discussion.
Offering a suggestion box for patients and families and encouraging them to share suggestions for improvement.

Distributing the following tools to patients:
- Medication White Boards for Patients (available on the NPSF website)
- Patient Medication Wallet Cards (available on the NPSF website)
- Personal Medical Journals for Patients (available on the NPSF website)
- Ask Me 3® Key Tags (available on the NPSF store)

Hosting an Open House to:
- Introduce departments and services within your hospital to the patient and family population (such as ethics committees, social work, ombudsman programs, etc.).
- Allow civic groups and residents to meet the staff, visit emergency rooms, and see your facility BEFORE they need it.

Providing a journal or message board for patients to write down their stories and/or concerns. Compile these and review them with staff during a staff meeting. Discuss solutions which can be implemented to overcome any concerns raised by patients and/or families.

Encourage Your Community to Be United in Safety By:
- Sponsoring wellness activities in local schools and public libraries.
- Taping a radio or TV show at your local station about how patient involvement is imperative to safe care (e.g. such as reducing readmissions).
- Tweeting using the hash tag #PSAW2015 and include the @theNPSF.
- Posting on Facebook and following NPSF.
- Using your volunteers pass out literature, write editorials and post signs throughout the community, regarding your organizations commitment to patient safety and participation in Patient Safety Awareness Week.