Use a rounding log like the one below to track results from rounding and achieve long-term rounding success. Rounding logs help connect the dots for staff and help ensure follow-up on staff requests, issues, and concerns.

Tool	ED Rounding on Staff Log
How is it used?	To document feedback from rounding on staff To verify behavior is hardwired
Measures of Success	Increase in employee satisfaction Decrease in turnover
Tips for Implementation	The following information should be documented • Date • Employee • Items for follow-up • Compliance with rounding parameters
Ease of implementation 1=difficult and 5=easy	3
Notes	Validate competency of leaders rounding on staff to optimize desired outcomes

Department:_____ **Date:**_____

Items to address during rounding:

- Personal Connection/Relationship Building
- What's working well
- Staff and/or physicians for recognition (who/what/why)
- Systems that need improvement
- Tools and equipment to do your job
- Tough Questions

Name	Date	Notes

Total Number of Staff:_____ **Total Number Rounded On:**_____ **% Compliance:**_____