

Rounding is an incredibly valuable tool for making sure people understand the external environment and their role in responding to it. The logs should be used to record and analyze issues raised while rounding. Getting it down on paper creates accountability for taking necessary actions.

Leader Rounding on Staff Log

Name _____ Department/Unit _____
 Employee(s) Rounded on _____ Date/Week of _____

Question related to Absenteeism: Are there any barriers that we could remove that would help co-workers from calling in sick?	Question related to Safety: Is there anything that you're aware of that you would consider unsafe, that I should know about?

Steps	Comments
Personal Connection	
What's working well?	
Is there anyone I should recognize for doing great work?	Who What/Why
Are there any physicians or other departments that I should recognize?	Who What/Why
Are there any systems that need improvement?	
Do you have the basic tools and equipment to do your job?	
Tough Questions	
External Environment/Industry Issues, Articles or Topics:	
Behaviors Coached <input type="checkbox"/> AIDET/Key Words <input type="checkbox"/> Customer Service Priorities <input type="checkbox"/> Standards <input type="checkbox"/> Others: _____	
Is there anything I can help you with right now?	
Thank you for making a difference!	

Review findings with next level leader in one-on-one meetings.