

PEAK 2.0 SAMPLE ACTION PLAN – RELATIONSHIPS
ACTION PLAN

Facility Name:	Provider Number:
Domain: Staff Empowerment	Action Plan Contact:
Core: Relationships	Phone number and/or e-mail:

WHAT HAS BEEN WORKED ON IN THIS CORE AREA SINCE STARTING THE PEAK 2.0 PROCESS?

SP #1: Work areas have been identified by hallways, but staff have not been divided into the work areas yet. Friendship Lane 18; Rosewood Ave. 17; Meadowbrook Ln. 18; Apple Blossom 19. Each work area has a “utility” area stocked with personal care supplies. Friendship Lane and Rosewood share a linen area and Meadowbrook and Apple Blossom share linen area.

GOAL/SUPPORTING PRACTICE:
Residents enjoy meaningful relationships with a small group of consistently assigned caregivers.

OBJECTIVE(S)	ACTION STEPS	RESPONSIBLE PERSON(S)	TARGET COMPLETION DATE	COMPLETE ✓
Implement a household or neighborhood care model with consistent staffing assignments and self-led teams by 12.1.16.	Schedule tours with two level 3-5 homes and bring at least 10 nursing staff (nurses, CMAs, and CNAs) on the tours and invite several residents and families to come.			
	Work with SS and DON to coordinate staff, residents and family to participate.			
	Identify a training source for self-led work teams.			
	Schedule training on self-led work teams.			
	Meet with dietary manager about kitchen FTE’s and how many can move to neighborhoods/households.			
	Discuss the homemaker role with housekeepers, kitchen and laundry staff at an all team meeting.			
	Meet to discuss options for blended SS/Act roles.			
	Determine current nursing FTE’s			
	Meet with nurses to discuss their vision of consistent assignment.			

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	To prepare for blended roles research feeding assistant courses.			
	Identify CNA and CMA classes offered in the area this fall.			
	Develop a staffing template based on total allowed nursing FTE's and dietary FTE's available.			
	Get final approval on the staffing template for the neighborhoods from the administrator.			
	Determine how assignments will be made to each work area (what considerations will be given to selections).			
	Complete assignments to work areas based on developed plan (previous action step).			
	Discuss implementation at an all team meeting.			
	Implement consistent assignment plan (begin consistent staffing in work areas).			
	Develop an audit tool to monitor schedules for “rotation” of staff members between work areas.			
PRN Staff will work in a designated work area by 7-31-16.	Assign PRN staff to a specific work area, keeping in mind their preferences and past experience	Sue	6-30-16	
	Redo Direct Care Staff schedules to reflect PRN staffs' designated area	Autume	6-30-16	
Nursing staff job descriptions will reflect all 4 work area requirements by 1-31-17.	Review Direct Care Staff job descriptions and revise them for all 4 work areas, considering areas of need when hiring.	Karla	12-1-16	