**LRE5: ROUNDING LOG – DAILY**

***\*Reminder: If you have rounded with this employee previously, review prior notes to ensure follow up on actions have been completed.***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Unit/Clinic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee(s) Rounded on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Key Words or Questions** | **Special Employee/Colleague Issues** |
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***Tip****: Initially explain the purpose of leader rounding!*

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| **Steps** | **Comments** | |
| Relationship Building/Personal Connection  (Listen empathetically to issues both personal and professional, and demonstrate compassion) |  | |
| What is working well for you today? |  | |
| Colleague I can recognize and why? | Who? | Why? |
| Tools and equipment needed to do your job today? |  | |
| Systems you want to improve and your ideas to fix? |  | |
| (if applicable) Quality or safety focus discussed. Ideas? |  | |
| (if applicable) Patient Experience: What have you done in the last week/ month to impact patient experience? |  | |
| Support Provided: (If applicable)  □ AIDET®/Key Words  □ Customer Service Priorities  □ Standards  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| Tough Questions |  | |
| What can I help you with right now?  What can I do to help with your professional development?  Thank you for making a difference at XXX! |  | |

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| **SUMMARY OF ROUND:** | |
| * Who will you reward and recognize based on rounding? * What are barriers/issues, etc. you need to resolve? * Is there anything to add to the stoplight report? |  |

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