

Worksheet B: Forming a Team

A **team** is identified as a small number of people with complementary skills that are committed to a common purpose and hold themselves mutually accountable.

1. Identify team members who will work on this project

- Teams should have 3-4 members that will plan, implement, and evaluate their work.
- If you already have a team, make sure that they include appropriate members related to the topic chosen for improvement. Suggested members: one staff nurse, one CNA, In-Service/Education director, and DON or Administrator.
- Involve staff from different shifts, units and departments.

Name

Position

Name	Position

Alternates:

2. Identify time and place for short weekly meetings (no more than 30 minutes)

- Team does not have to meet at same time and place each week.
- Meetings can be more or less frequent as needed.

Post meeting schedule in a place accessible to all team members:

Date	Time	Place

“Teams always outperform an individual.”