



**SAMPLE ORGANIZATIONAL ASSESSMENT SITE VISIT SCHEDULE\***

<b>DAY ONE Date</b>	<b>DAY TWO Date</b>	<b>DAY THREE Date</b>
<b>8:00-9:00AM</b> Meeting with team/leaders responsible for the site visit and advancing the practice of patient- and family-centered care	<b>8:00-9:00AM</b> Clinical Nursing Managers	<b>8:00-9:00AM</b> Meeting with staff in specific clinical areas
<b>9:00-11:00AM</b> Tour of public spaces and inpatient and outpatient clinical areas with _____	<b>9:00-10:00AM</b> Patient- and Family-Centered Care Steering Committee With patient and family advisors	<b>9:00-10:00AM</b> Director, Quality & Patient Safety & Professional Affairs, Risk Manager and Chief Privacy Officer
	<b>10:00-11:00AM</b> Pastoral Care/Chaplaincy, Social Work, Volunteer Department	<b>10:00-11:00AM</b> Director of Physical Plant, Parking/ Security
<b>11:00AM-12:00PM</b> VP of Clinical Programs and Chief Nursing Executive	<b>11:00AM-12:00PM</b> Director, Human Resources, Organizational Development	<b>11:00AM-12:00PM</b> Director, Health Information Management
<b>12:00-12:45PM</b> <b>Working Lunch with</b> President and CEO	<b>Lunch – 12:00-1:00PM</b>	<b>Lunch – 12:00-1:00PM</b>
<b>1:00-2:00PM</b> Director of Medical Affairs and Director for Graduate Medical Education and other Medical Leadership	<b>1:00-2:00PM</b> Director for Patient Experience and Patient Relations	<b>1:00-2:00PM</b> Meeting with staff in specific clinical areas
<b>2:00-3:00PM</b> Meeting with staff from specific clinical areas	<b>2:00-3:00PM</b> <b>Education Session: PFCC - Partnerships for Quality, Safety, and the Experience of Care</b>	<b>2:00-2:30PM</b> Prep for Debriefing
<b>Break - 3:00-3:15PM</b>	<b>Break - 3:00-3:15PM</b>	<b>2:45-4:00PM</b> Debriefing
<b>3:15-4:00PM</b> Director, Communications, Marketing, Strategic Planning	<b>3:15-4:00PM</b> Director, ED/OR and Patient Access and Flow Services	
	<b>6:00PM</b> Meeting with Patient and Family Advisory Council	

\*This agenda can be adapted for a virtual organizational assessment site visit.