Team-Based Reflection Tool

Project Name:

Motivate

How might the change be designed to motivate?

How might we design the change to be rewarding?

Are there similar effective processes in place?

How might motivation be behind this effectiveness?

Enable

What new skills and knowledge do people need for this change?

How can we make this change easy to do correctly?

What do people already know how to do?

What is new?

Personal   **Social**   **Structural**

Team-Based Reflection Tool

| PERSONAL | Designing Change

Reflect on the current conditions
Reflect on other similar changes that were successful in the unit. | Testing Change

Reflect on what has happened with the change tests so far. | Sustaining

Reflect on past experience with sustainability of change. |
|---|---|---|---|
| Motivate | How might the change be designed to motivate? How might we design the change to be rewarding? Are there similar effective processes in place? How might motivation be behind this effectiveness? | What affect is the change having on people? (Staff and family) What are they saying about it? What are their ideas about how to make it rewarding (e.g. save time)? | How might we continue to make the change rewarding? |
| Enable | What new skills and knowledge do people need for this change? How can we make this change easy to do correctly? What do people already know how to do? What is new? | Are people proving able to do it? What are they struggling with? How can we adjust this change to make it easier to do correctly? | How will we continue to maintain skills and knowledge? What is in place for new staff or family? |

Vermont Oxford Network - NICQ 7

Tennessee Initiative for Perinatal Quality Care
TIPQC

Team-Based Reflection Tool

Project Name:

Motivate

How does our unit culture support the current state?

What will people say about this change?

How might we design this change to fit with our unit culture?

How might family perspectives about this change encourage and motivate it?

Enable

What team work needs to support this change?

What do people need to do differently as a team?

What about family – could they be involved in the change in a way that makes it easier?
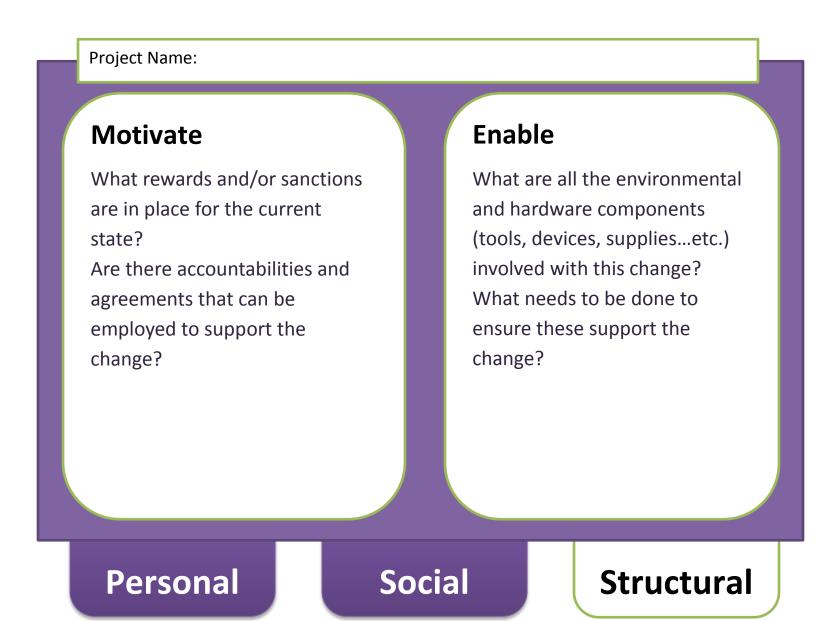
Personal

Social

Structural

Team-Based Reflection Tool

SOCIAL	**Designing Change** Reflect on the current conditions Reflect on other similar changes that were successful in the unit.	**Testing Change** Reflect on what has happened with the change tests so far.	**Sustaining** Reflect on past experience with sustainability of change.
Motivate	How does our unit culture support the current state? What will people say about this change? How might we design this change to fit with our unit culture? How might family perspectives about this change encourage and motivate it?	What are people saying about the change in groups – what is the talk in the lunch room? Are some people "on-board" and some "not buying in"? Why? How could we use unit culture to make this change "the way we want it around here"? What about family – are there expectations about this change, and could they be used to support the change?	What could we do to maintain visibility of this change and its effect?
Enable	What teamwork needs to support this change? What do people need to do differently as a team? What about family – could they be involved in the change in a way that makes it easier?	Are people proving able to do it? What are they struggling with? How can we adjust this change to make it easier to do correctly?	Are there opportunities to engage the team to sustain this change?

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Team-Based Reflection Tool

Project Name:

Motivate

What rewards and/or sanctions are in place for the current state?

Are there accountabilities and agreements that can be employed to support the change?

Enable

What are all the environmental and hardware components (tools, devices, supplies...etc.) involved with this change? What needs to be done to ensure these support the change?

Personal   **Social**   **Structural**

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Team-Based Reflection Tool

| STRUCTURAL | Designing Change

Reflect on the current conditions Reflect on other similar changes that were successful in the unit. | Testing Change

Reflect on what has happened with the change tests so far. | Sustaining

Reflect on past experience with sustainability of change. |
|---|---|---|---|
| Motivate | What rewards and/or sanctions are in place for the current state? Are there accountabilities and agreements that can be employed to support the change? | If the change is not being followed, what are the consequences? Do people have a choice not to do it the new way? How have we dealt effectively with this in the past? | What needs to be embedded in formal review processes or other means to maintain accountabilities and agreements around this change? |
| Enable | What are all the environmental and hardware components (tools, devices, supplies…etc.) involved with this change? What needs to be done to ensure these support the change? | What about the environment is supporting or impeding the change? Is the hardware (tools, devices, supplies…) adequate to support this change? | What might we do to stay on the look out for opportunities to improve the environment and hardware to support this change? |