

## Leader Rounding on Employees Log

<b>Name:</b>	<b>Date/Week Of:</b>
<b>Dept/Unit:</b>	<b>Employees Rounded On:</b>

**Tip: Initially explain the purpose of the leader rounding**

Steps	Comments	
<b>1. Make a Personal Connection:</b>		
<b>2. What is working well?</b>		
<b>3. Is there anyone I should recognize for doing a great work?</b>	<b>Who:</b>	<b>What/Why:</b>
<b>4. Are there any physicians that I should recognize?</b>	<b>Who:</b>	<b>What/Why:</b>
<b>5. Are there any systems that need improvement?</b>		
<b>6. Do you have the basic tools and equipment to do your job?</b>		
<b>7. Tough Questions:</b>		
<b>8. Behaviors Coached</b>		
<ul style="list-style-type: none"> <li>▪ <b>AIDET/Key Words:</b></li> <li>▪ <b>Customer Service Priorities:</b></li> <li>▪ <b>Standards:</b></li> <li>▪ <b>Other:</b></li> </ul>		
<b>9. Is there anything I can help you with right now?</b>		