

### Senior Leader/Executive Rounding Log

Name:

Department:

Dept/Person Rounded On:

Date/Week of:

Key Words or Questions	Special Employee Issues
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**Tips:**

- Initially introduce purpose and commitment to rounding
- Exec. Assist. can help manage Senior Leader rounding process and schedule by sending log to dept. leader in advance to complete the left side

Information: to be completed by dept. leader in advance of Senior Leader Rounding	Comments:	
Accomplishments of the Department		
New Equipment Purchased		
Staff to Recognize		
Staff to Coach/Mentor	Who:	What/Why:
Tough Questions/Issues		
Physician Activities or Issues		
Current Patient Satisfaction Results		
Current Employee Satisfaction Results		

