

Name _____ Department _____ Date _____

Key Words or Questions	Special Employee Issues
<p>Q: What's working well?</p> <p>Q: Are there any staff, departments, or physicians I can recognize?</p>	

Information – department director complete in advance	Comments
1. Accomplishments of the Department	
2. New Equipment Purchased	
3. Staff to Recognize	
4. Staff to Coach/Mentor	
5. Tough Questions/Issues	
6. Physician Activities or Issues	
7. Current Patient Satisfaction Results	
8. Current Employee Satisfaction Results	