### 1F: Organizational Readiness Checklist

**Background:** This tool can be used to monitor your progress on completing the organizational readiness activities.

**Reference:** Developed by Falls Toolkit Research Team.

**How to use this tool:** Complete the checklist. This assessment is best suited for hospital supervisors, managers, and administrators.

Use this tool to ensure you have not skipped any essential steps in your fall prevention efforts.

##### Organizational Readiness Checklist

| **Readiness Question** | **Assessment in Your Organization** | **Yes** | **No** |
| --- | --- | --- | --- |
| Does the organization promote a culture of safety? | Hospital culture focuses on a systems approach to error reduction. |  |  |
| Why is change needed? | Hospital-specific reasons for change have been identified. |  |  |
| Do organizational members understand why change is needed? | Staff attitudes about falls have been assessed. |  |  |
| Assessment results have been analyzed to suggest awareness-building needs. |  |  |
| Is there a sense of urgency about the change? | Supporters who have a sense of urgency have been identified. |  |  |
| Efforts are underway to generate a sense of urgency if lacking. |  |  |
| Is there leadership support for this effort? | Leadership support has been assessed. |  |  |
| If necessary, efforts are underway to generate this support. |  |  |
| Senior leader champion or sponsor has been identified. |  |  |
| Who will take ownership of this effort? | A leader has been identified for the fall prevention effort. |  |  |
| This leader is now involved in the subsequent planning steps. |  |  |
| What kinds of resources are needed? | A preliminary list of needed human and material resources has been developed. |  |  |
| Commitments to provide those resources have been obtained or are forthcoming. |  |  |