ICU Practice Guidelines Committee Action Log for ABCDEF Bundle						
Meeting Facilitator: Dr. Mei						
Members: Nona Mei, MD; Paula Fillari, RN, CCRN; Tai Lee, RN; Donnie Nelson, RN, CHPN; Ellen Burnson ST; Eve Hamity ST; Carol Lee, RD; Chris Ranard, RT; Adele Maxie, RN; Kibrom Tewolde RN; Winnie Lew, RN; Cheryl Shwe, RN; Chris Hui RN; Shelby Wood PT, DPT; Agnes Lau PharmD, Chandra Ellis, MD; Zach Svigals MD; Fred Hom MD; Kimberly Marquis MD						
Legend		**Due Within 7 Days**		**Past Due**		**Completed**
Task #	**Description of Action Item**	**Owner**	**Date Created**	**Target Due Date**	**Completion Date**	**Comments**
1	Article on barriers to ABCDEF	Mei	9/13/2017	9/27/2017	9/27/2017	
2	Bring samples of ABCDEF boards	Cheryl, Chris, Paula	9/13/2017	9/27/2017	9/27/2017	
3	Data determination, measurement	Katherine, Dr. Mei, Team	9/13/2017	10/18/2017		Katherine will be joining next PG meeting 11/2
4	MDR check list revision	Team	9/13/2017	9/27/2017	9/27/2017	
6	CPOT training	Cheryl, Donnie RN champions	9/13/2017	11/8/2017		DEFERRED UNTIL Dignity corporate has updates
7	ICU liberation conference report	Shelby	9/13/2017	9/27/2017	9/27/2017	
8	approved revised MDR checklist - email to group	Mei	9/27/2017	10/1/2017	9/27/2017	
9	Family educational delirium brochure to be placed in J drive	Shelby	9/27/2017	10/18/2017	10/19/2017	
10	Follow up with Kevin Miller regarding bundle view for RT/RN	Paula, Chris	9/27/2017	10/18/2017	10/2/2017	Iview-->View-->layout-->navigator bands (choose ABCDEF)
11	Ensuring that RT and RN staff have consistent access to bundle view	Paula, Chris	9/27/2017	10/18/2017		
12	MDR checklist go live	Team	9/27/2017	10/9/2017	10/2/2017	
13	Finalize board design	Team	9/27/2017	11/2/2017	11/2/2017	
16	Reach out to Heidi from UCSF	Shelby	10/8/2017	11/2/2017	11/2/2017	
17	Reach out to Dr. Barr	Dr. Mei	10/8/2017	11/2/2017	11/2/2017	
18	Pilot board made and posted on ICU room	Paula	11/2/2017	11/8/2017	11/22/2017	
19	Bring post it notes for suggestions	Cheryl	11/2/2017	11/9/2017		
20	Pilot board go live date					
21	Data tracking determination					
	PARTY FOR ABCDEF compliance!	Team	11/2/2017	TBA		