

Guidance for Using the Ten Commandments Checklist For Ambulatory Clinics

This checklist provides a succinct list of key topics to consider covering with leadership and staff during your daily huddles to ensure essential systems are in place during the COVID 19 pandemic. We believe that the daily clinic huddle is a key part of CommonSpirit Health's preparation to support the needs of patients, staff, and providers during the COVID-19 Pandemic.

We believe that a daily clinic huddle helps build teamwork and confidence.

The Ten Commandments Checklist represents a list of the key resources and workflows that should be implemented to assure the COVID-19 knowledge base of all our staff members, and the safety of patients, staff and providers,

Knowing that each clinic is different in terms of resources, staff, configuration and size the checklist is intended to offer guidelines, it is not meant to be overly prescriptive... We encourage you to think of the following as you incorporate it into your workflows:

1. **What is the right cadence and content for your clinics?** Not all commandments need to be covered daily, some may require only a weekly check-in or change in frequency from daily to weekly once trainings are in place etc.
2. **Who do you include in your process?** We encourage you to include all team members in this process. Clear and inclusive communication will ensure we have an engaged, informed, and prepared team for the weeks and months to come.

The COVID-19 pandemic is continually evolving and as such this document will be updated periodically as materials and guidance changes. This is not meant to be an exhaustive resource, but rather a one-stop resource for foundational information that will be of value to you.

Thank you for your commitment, and for everything that you do. This is hard work; we will get through this together.

If you have questions, please don't hesitate to contact us.

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