

Communications Plan

Organization:	Southern Health – Santé Sud
Facility:	Lion’s Prairie Manor
Project:	Use of Agency Nursing (LPM Secret Agents)

Questions and Answers		
	What questions do you think staff are going to ask?	Craft your response to those questions
1	What is your project about?	Purpose is outlined in problem statement. It will be displayed on Quality Board
2	How do you think the project is going to help?	It may change the way people think about the use of agency nurses and the way we may use them in the future.
3	How to we communicate about the reason to gather the information that is captured on the Learning Opportunities sheet?	The data is being tracked for the purposes of the Lean project. It is being asked in a non-blaming and quality improvement framework.
4	Are we going to stop using agency nurses altogether?	We do not know at this time, what outcomes or changes may result from this LEAN project.
5	What changes might there be for staff?	As a result of this LEAN project, we hope to offer opportunities for professional growth, improved team building, improved work atmosphere and an increase in efficiency and effectiveness.
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Region/Agency:	
Facility:	
Project:	

Who do we need to communicate our message to?	✓	How will we communicate this message?	Completion Date	Person Responsible
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
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		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		