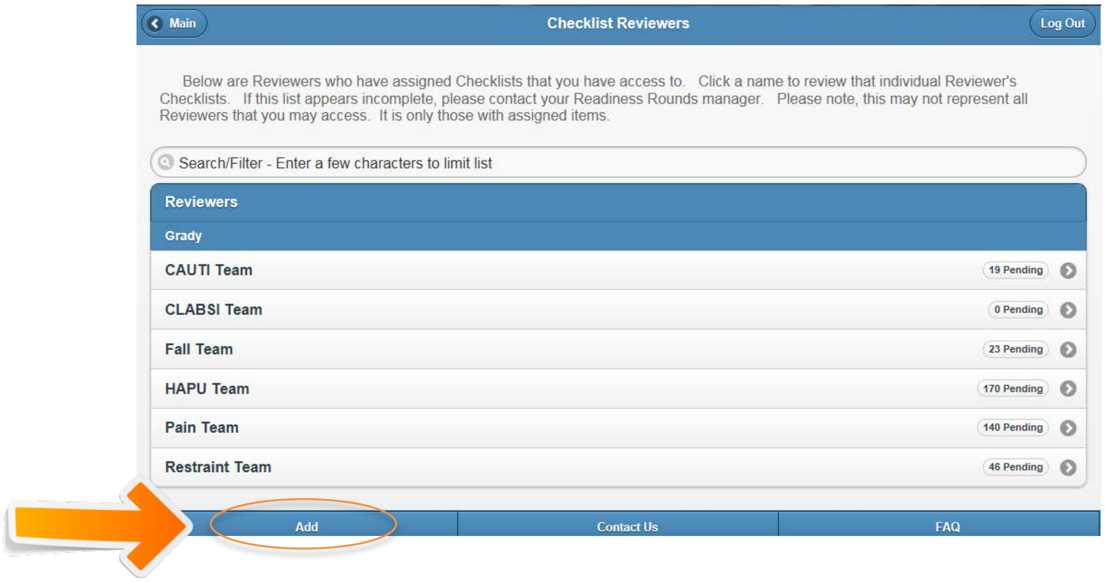
Readiness Rounds Tip Sheet

Readiness Rounds
Helping Make Hospitals Safer.

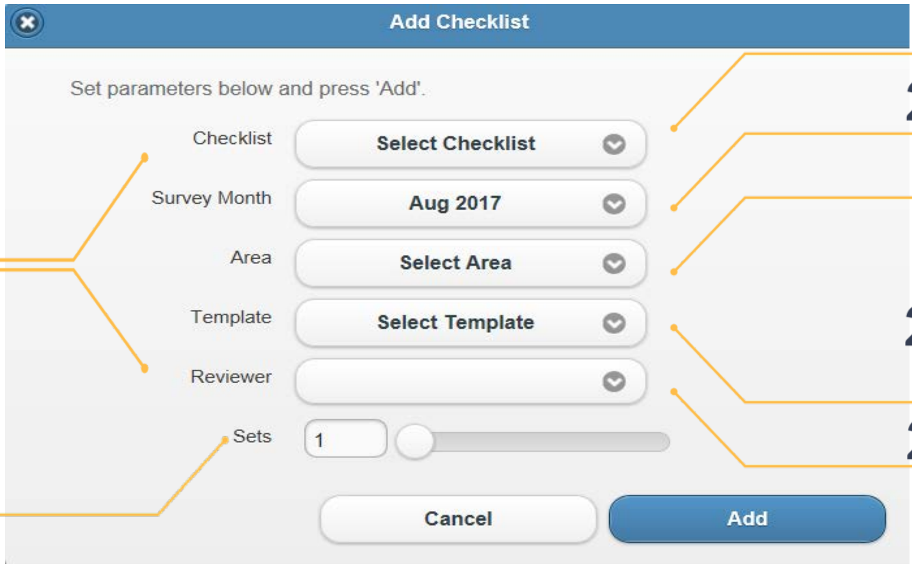
Adding a New Checklist

Need to add a checklist not currently on your list? Use this guide to learn how.

1 Login to your Readiness Rounds portal. Navigate to your 'Checklists', and click the 'Add' button in the bottom left of the screen, as shown below.



2 A pop-up window will appear, as shown below. Be sure to choose the correct options for each field.



2a Select the checklist you wish to add.

2b The month field defaults to current month.

2c Select the area in which the checklist is to be completed.

2d Select the template.
The field chooses a default when there is only one option.

2e Select the reviewer.
Make sure to assign this checklist to the appropriate team, otherwise it defaults to your name, thus making you responsible for completion.

Make sure the Checklist and the Reviewer match. The reviewer is the person(s) responsible for the checklist.

Enter the number of exact duplicate checklists you wish to add.