

Processmap: Checklist for Checklists, Step: Development, Checklist: Checklist

- 1 ☐ Do you have clear, concise objectives for your checklist?
- 2 ☐ In each item:
  - ☐ A critical safety step and in great danger of being missed?
  - ☐ Not adequately checked by other mechanisms?
  - ☐ Actionable, with a specific response required for each item?
  - ☐ Designed to be read aloud as a verbal check?
  - ☐ One that can be affected by the use of checklist?
- 3 ☐ Have you considered:
  - ☐ Adding items that will improve communication among team members?
  - ☐ Involving all members of the team in the checklist creation process?