

Example of “Meeting Follow-up” Email

Dear _____

Great meeting with you yesterday. Thank you for taking the time out of your busy day. We are excited about scheduling a date for the initial in-situ simulation session in the _____ED.

The discussed date for the ImpACTS session is on _____ from _____ to_____.

Just to reiterate, on the day of the simulations we will need you to arrange for two teams of providers to participate for approximately 2.5 hours in your departments’ resuscitation bay. Team members sign up to attend this session outside of their normal workday (either before/after a shift or on a day off). Some hospitals have paid staff for their time and others have made this voluntary. We typically arrange for the day to start at approximately ____ am with the first group from ____ and the second group at ____ pm. Each team will be composed of two medical providers (MD, PA, &/or APRN), three nurses, and two medical support staff members (medic, tech, &/or Respiratory Therapist). We often conduct these simulations in the resuscitation bay using the equipment/resources/policies in your department. We encourage you to schedule staff to come in from home to diminish the impact on clinical care and/or use staff as they finish or start their shifts. If a patient comes in requiring the resuscitation bay we can rapidly break down our equipment.

After the initial session we will work with a designated "Pediatric Champion" at your hospital to provide specific feedback on performance and to develop “action plans” to improve the quality of care. Examples of work products at other institutions: refining pediatric sepsis algorithms, identification of latent safety threats, new pediatric medication dosing books. We have a variety of resources and interventions that have been created through this program that your department will have access to.

Feel free to call me or email with any questions about this program.

Your name, credentials, and contact information