

The best way for leaders to prepare and expedite their own rounding process is to have department managers provide scouting reports. Scouting reports can be easily compiled from the rounding logs department managers keep.

These reports provide important information about what is going on in a given department. They also helps to answer questions that keep coming up and give kudos based on how well the department has done in a certain area.

## Senior Leader Scouting Report

Name _____ Department _____		
Dept/Person Rounded on _____ Date/Week of _____		
<b>Key Words or Questions</b>	<b>Special Employee Issues</b>	
<b>Information</b> - to be completed by department leader in advance of Senior Leader Rounding	<b>Comments</b>	
Accomplishments of the Department		
New Equipment Purchased		
Staff to Recognize	Who	What/Why
Current Expense Management Results		
Tough Questions		
<b>External Environment and Industry Issues</b>		
Physician Activities or Issues		
Current Patient Satisfaction Results		
Current Employee Satisfaction Results		