

HHI Pilot – Readiness Checklist

In order to apply to participate in the pilot, you will need to:

- Watch an HHI [info session webinar recording](#)
- Review the [FAQs](#) and [organization expectations](#)
- Be available to participate in the program from January-December 2023, including:
 - a. Kick-Off Meeting: January 19th at 3:00 pm ET
 - b. Schwartz Rounds®: March 16th at 3:00 pm ET
 - c. Mid-Course Meeting: July 20th at 3:00 pm ET
 - d. Schwartz Rounds: November 16th at 3:00 pm ET
 - e. Closing Meeting: December 7th at 3:00 pm ET
 - f. Learning Collaboratives held monthly on Thursdays in April, May, and June (specific dates TBD)
- Have buy-in from an Executive Sponsor, i.e., the organization’s senior leader
- Identify 4-6 members of the HHI Leadership Team to participate in the program
- Identify the member of the HHI Leadership Team responsible for managing interactions with your organization’s Institutional Review Board (IRB) for research approval and oversight
- Identify why your organization wants to participate in the pilot and what the key challenges your organization is hoping to address.
- Describe your organization’s ongoing initiatives that address any of HHI’s Key Principles and how HHI might integrate with these or be integrated with this ongoing work:
 - a. Psychological and physical safety
 - b. Mental health and well-being
 - c. Diversity and equity
 - d. Inclusion, voice and choice
 - e. Trust and trustworthiness
 - f. Team cohesiveness and collaboration
- Describe metrics currently being collected in the areas of:
 - a. Mental health and well-being
 - b. Psychological and physical safety
 - c. Diversity, equity, and inclusion
- Describe how your HHI team will communicate your team’s organizational goals, plans, and agreed upon HHI metrics to key stakeholders.