Worksheet: Session 2 Communication, Planning, and Implementation

PNSAT Reflection + Action Planning Prep

Instructions
Use your PNSAT results and today's discussion to reflect on your program. Complete this shortly after the session while your thoughts are fresh, and revisit it as new ideas come up.

Reminder
The information from the PNSAT and your worksheets are for your use. The specifics will not be shared widely. We will not include names of centers with results in any presentation, report or paper.

That being said, the results are important to your work. You'll use this worksheet in **Session 6 to build your action plan**. Completing it soon-and revisiting it over time-will make that process much more concrete and actionable.

Part 1: Where Are You Now?

1. Self-Identification
Based on your PNSAT results, where is your program in this domain?

- ☐ **Building** (foundational elements still being developed)
- ☐ **Strengthening** (processes exist but are inconsistent)
- ☐ **Optimizing** (well-established and continuously improving)

2. What's Working Well? (Strengths)
Identify 2–3 strengths in your program related to communication, planning, or implementation.

- Strength 1:
- Strength 2:
- Strength 3 (optional):

3. Where Are the Gaps? (Opportunities)
Identify 2–3 areas that need improvement.

- Gap 1:
- Gap 2:
- Gap 3 (optional):

4. Real-World Example
Describe one specific example from your program that reflects your current state.
(e.g., a referral process, communication breakdown, planning effort, workflow challenge)

Part 2: Digging Deeper by Area

A. Communication

- What communication processes are in place (team, patients, partners)?
- Where do breakdowns or inconsistencies occur?
- One improvement idea:

B. Planning

- Do you have clear goals and priorities for navigation?
- How are decisions made (data, leadership input, patient needs)?
- One improvement idea:

C. Implementation

- How consistent are workflows across staff or settings?

- Where do processes stall, vary, or break down?

- One improvement idea:

Part 3: Connecting the Dots

How do communication, planning, and implementation interact in your program?

- Where are they aligned?

- Where are they disconnected?

Part 4: Your First Action Step (Prep for Session 6)

Identify ONE realistic action you could take in the next 30–60 days:

- Action Step:

- Why this matters: (What challenge does it address?)

- What will success look like? (Keep it simple and measurable)

- Who needs to be involved?

Part 5: Keep It Alive (Between Now and Session 6)

Use this section as a running notes area—come back and add to it.

- New ideas I've had since the session:

- Feedback from my team:

- Barriers I'm noticing:

- Adjustments I might make: