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| --- | --- |
| Name:  | Phone Number:  |
| **Unit/ Shift:**  | **E-Mail** |

*(Personal Information is very helpful for follow-up but not required if anonymity is desired)*

1. **ISSUE** (Area to Improve): Enter a brief statement (1-2 sentences) to describe a problem

2. **D**iscussion: Provide background details regarding the issue. (Be sure to include critical thinking and analysis of all possible stakeholders concerning the issue)

3. **R**ecommended Action(s): Enter potential solution/ suggested steps. Consider short/ long term action planning.

4. **O**bstacles to effecting proposed actions

5. **P**roponent: Unit/ Organization/ Individual you propose to take action to resolve.