

The PDTA Team Clarity Checklist

A simple way to take a closer look at your team

Instructions: Review each statement and check the ones that are consistently true in your practice.

Where are you right now?

- My team understands the bigger picture of the practice
- Roles and responsibilities are clear
- Daily tasks are performed consistently
- Communication between team members is reliable
- Team members feel confident in what they are doing

Where is the breakdown?

- Things fall back on me more than they should
- Team members work more independently than together
- The same mistakes or issues keep happening
- Expectations are not always clear or followed
- We spend too much time 'figuring things out'
- I feel like I am repeating myself

A quick reflection:

Take a look at where most of your checks are.

If you checked more in the second section, your team is not functioning at the level you need.

And that's where your frustration is coming from

Next Steps:

One thing I need to clarify for my team this week:

One expectation that needs to be reinforced:

One conversation I need to have:

The Pediatric Dental Team Association (PDTA)

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teams

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