Team huddle checklist

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| Date: | | Start time: |
| Huddle leader: | | |
| Team members in attendance: | | |
| Check in with the team | | |
|  | Are there any anticipated staffing issues for the day? | |
|  | Is anyone on the team out at meetings / planning to leave early? | |
|  | Clinical rota: - Duty, area, urgent care, routine, red zone | |
|  | Which manager is available – morning and afternoon? | |
| Huddle agenda | | |
|  | Review today’s schedule | |
|  | Any clinical issues:   * Palliative care * Deaths * OOH * Cases to highlight | |
|  | Operational:   * Snags * What went well * New ideas * Reminders about practice changes, policy implementation | |
|  | Supervision: Students/Registrar/Nurse/FCP/Other | |
|  | Key Messages: | |
|  | Team wellbeing   * Thanks for being present at the huddle | |
|  | Huddle end time: | |

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