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
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|  | Supervision: Students/Registrar/Nurse/FCP/Other |
|  | Key Messages: |
|  |  Team wellbeing* Thanks for being present at the huddle
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|  |  Huddle end time:  |

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