Team huddle checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Date: |  Site: | Start time: | End time: | Huddle leader: |
| Team members in attendance:  |
|  Check in with the team  |
|  |  How is everyone doing (HALT)?  |
|  |  Are there any anticipated staffing issues for the day? |
|  | **Clinical Staffing**

|  |  |  |  |
| --- | --- | --- | --- |
| **HUB Staff** |  | **2nd on call GP** |  |
| **Doctors** | **Laira** | **Efford** | **Plympton** | **Crownhill** | **Armada** | **Tothill** | **Beaumont** | **UMC** |
| **Nurses** | **Laira** | **Efford** | **Plympton** | **Crownhill** | **Armada** | **Tothill** | **Beaumont** | **UMC** |
| **HCA** | **Laira** | **Efford** | **Plympton** | **Crownhill** | **Armada** | **Tothill** | **Beaumont** | **UMC** |
| **Phleb** | **Laira** | **Efford** | **Plympton** | **Crownhill** | **Armada** | **Tothill** | **Beaumont** | **UMC** |
| **Locums ?** |  |
| **Manager availability:**  | **WE:** | **HB:** | **FS:** | **AT:** | **RS:** |

 |
|  | Team meetings  |
|  Huddle agenda  |
|  |  Review today’s schedule  |
|  |  Any issues from previous day – deaths /significant events  Any DDOC issues/ Deaths/ Urgent patient issues |
|  |  Any Minor ops (Equipment and assistance) |
|  | Supervision and trainee clinics - ensure leaflet available and patient informed at check in * Registrar
* F2
* Medical Students
* Physician Associates
 |
|  | Targets for today (QOF, QI, flu vaccines) |
|  | Compliments /Complaints  |
|  |  End on a positive, team-oriented note* Thank everyone for being present at the huddle
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