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 | | | | |