

# Huddle Helper

Use this checklist to lead your team through efficient, effective huddles. Effective huddles should last five to 15 minutes maximum.

Date: \_\_\_\_\_

Start time: \_\_\_\_\_

Huddle leader: \_\_\_\_\_

Team members in attendance: \_\_\_\_\_

## Check in with the team

	How is everyone doing?
	Are there any anticipated staffing issues for the day/shift?
	Is anything out of the ordinary happening at the clinic today?
	Improvement opportunities—brief discussion about specific goals (daily or ongoing)
	Staff time to share future improvement ideas

## Huddle Agenda

### Review today's schedule

	<p>Identify scheduling opportunities</p> <ul style="list-style-type: none"> <li>• Discuss any staff issues</li> <li>• Decide on plans for coverage</li> <li>• Ensure all team members are aware of their role for the day if changes have been made</li> <li>• Is census low today? Do staff members need to be released early?</li> </ul>
	<p>Determine any special patient needs for clinic day</p> <ul style="list-style-type: none"> <li>• Have any patients requested time with the Social Worker, Dietician or other IDT member?</li> <li>• Are any patients coming for rescheduled or additional treatment?</li> <li>• Are there any new patients starting today?</li> <li>• Are there any transient patients coming today?</li> </ul>

### Identify patients who need care outside of a scheduled visit

	<p>Determine patient needs and follow up</p> <ul style="list-style-type: none"> <li>• Patients recently discharged from the hospital who require follow up</li> <li>• Patients in fluid overload—extra treatment, Critline monitor, EDW assessment</li> <li>• Patients who recently missed an appointment and need to be rescheduled</li> </ul>
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Share a shout-out and/or patient compliment

Share important reminders about clinic changes, policy implementation, or quality improvement activities

End on a positive, team-oriented note

- Thank everyone for being present at the huddle

Huddle end time: \_\_\_\_\_