# Briefing Template

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| **Topic** | **When Reviewed** | **Discussion** |
| 1. Welcome team and introduce new members
 | □ |  |
| 1. Staff assignments/concerns
	1. Sick calls
	2. Meetings
	3. Break coverage
	4. Plan and goal discussion
 | □ |  |
| 1. Patient alerts and safety concerns
 | □ |  |
| 1. Resource or equipment issues?
 | □ |  |
| 1. Announcements
 | □ |  |

# Debriefing Template

Key considerations:

* Was communication clear and effective? Y/N
* Was situational awareness maintained? Y/N
* Was help requested? Y/N
* Were roles and responsibilities understood? Y/N
* Was the workload appropriate? Y/N
* Were errors made or avoided? Y/N

|  |  |
| --- | --- |
| Today’s date and time |  |
| Date and time of event |  |
| **Issues** | **Proposed actions/recommendations** |
| What went well? |  |
| What did not go well? |  |
| Opportunities for improvement? |  |
| Additional comments? |  |

# Huddle Template

|  |  |
| --- | --- |
| Topics | Discussion |
| What is the critical issue? |  |
| Anticipated outcomes? |  |
| Plan for contingencies |  |
| Resources needed? |  |
| Concerns? |  |