Leadership

Team Events

Sharing the Plan

• **Brief** - Short session prior to start to share the plan, discuss team formation, assign roles and responsibilities, establish expectations and climate, anticipate outcomes and likely contingencies

Monitoring and Modifying the Plan

• **Huddle** - Ad hoc meeting to re-establish situational awareness, reinforce plans already in place, and assess the need to adjust the plan

Reviewing the Team’s Performance

• **Debrief** - Informal information exchange session designed to improve team performance and effectiveness through lessons learned and reinforcement of positive behaviors
During the brief, the team should address the following questions:

- Who is on the team?
- Do all members understand and agree upon goals?
- Are roles and responsibilities understood?
- What is our plan of care?
- What is staff and provider's availability throughout the shift?
- How is workload shared among team members?
- What resources are available?
Debrief Checklist

The team should address the following questions during a debrief:

☐ Was communication clear?

☐ Were roles and responsibilities understood?

☐ Was situation awareness maintained?

☐ Was workload distribution equitable?

☐ Was task assistance requested or offered?

☐ Were errors made or avoided?

☐ Were resources available?

☐ What went well?

☐ What should improve?