

# Team Huddles Guide

## Huddle Checklist

This sample checklist can be adapted to suit the specific needs of your clinic.

<b>MORNING HUDDLE (before 1<sup>st</sup> patient of the day)</b>	
Team Check-in	Notes
How is everyone feeling today?	
Are there any external team members here today? <i>(e.g. PCN team, residents, etc.)</i>	
Is anyone away? How will we manage that?	
Is anyone leaving early? How will we manage that?	
Is there anything else we should know today?	
<i>Other clinic-specific items</i>	
<b>Schedule Review</b>	
Who is coming in today? Cancellations? Squeeze-ins?	
Is there anything that the team should know about? <i>(e.g., patient grieving, will be receiving a difficult diagnosis, often late or no shows, etc.)</i>	
Can we offer opportunistic care while they're here? <i>(e.g., screening due, requisitions, prescription renewal, care plan update, etc.)</i>	
Can we get anything ready in advance? <i>(e.g., Netcare results, print requisitions, administer screen/self-assessment, pap prep, etc.)</i>	
Are we doing any PDSAs today? What's the plan?	
<i>Other clinic-specific items</i>	
<b>AFTERNOON HUDDLE (before 1st patient of the afternoon) --- OPTIONAL</b>	
Any change in team status? <i>(e.g. leaving early, gone home sick, etc.)</i>	
Any change in the schedule? <i>(e.g. running late, new cancellations, squeeze-ins, etc.)</i>	
Does anyone need help?	
PDSA update <i>(if applicable)</i>	
<i>Other clinic-specific items</i>	
<b>END OF DAY HUDDLE --- OPTIONAL</b>	
Brief review of incident(s)	
What went well?	
What could we have handled differently?	
Actions required?	
<i>Other clinic-specific items</i>	