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

Sample Daily Huddle Checklist

* Meet briefly as a team around an EMR to quickly plan (or re-plan) the day for efficient operation.
* Use this checklist as a guide.
* Some teams do the end of day huddle once/week; others do it as needed – particularly when there has been an incident (e.g., patient with myocardial infarction).