Bassett Healthcare Network
Bassett Medical Center

Daily Leadership Safety Huddle

Guiding Principles

- The purpose of the daily huddle is to promote situational awareness of current issues that have the potential to impact the safety, quality, and service of care delivered that day.
- The huddle provides directions about the prioritization and responsibility for problem resolution.
- The huddle will begin promptly at 8:00 a.m. Monday through Friday (excluding Bassett observed holidays) in the 5th floor research conference room.
- Each member of the huddle should arrive on time.
- Each member should appoint a designee if you cannot be present
- Each member should touch base with your team prior to the huddled to gather appropriate information
- Each member is responsible for knowing the information you are bringing to the huddle; present it clearly and concisely via the agenda format noted below.
- If there is nothing to report, the member will state "I have nothing to report at this time".
- Members should refrain from the urge to discuss. The huddle is NOT intended as a venue for problem solving or discussion.
- Avoid sharing specific patient information unless there is a direct need to do so (such as name alert patients)

Agenda

Welcome by AOC or designee leading the huddle

Look back: significant safety, quality, or service issues from the past 24 hours

Look ahead: Anticipate and plan for safety, quality, or service issues that may occur within the next 24 hours

Follow up: Report on safety, quality, or service issues identified on previous days and what we are doing to resolve them.

Great Catches

Adjourn

Follow up

By 0930 a written bullet point summary of the huddle will be sent via email to EOT/Chiefs/Directors by the AOC or designee