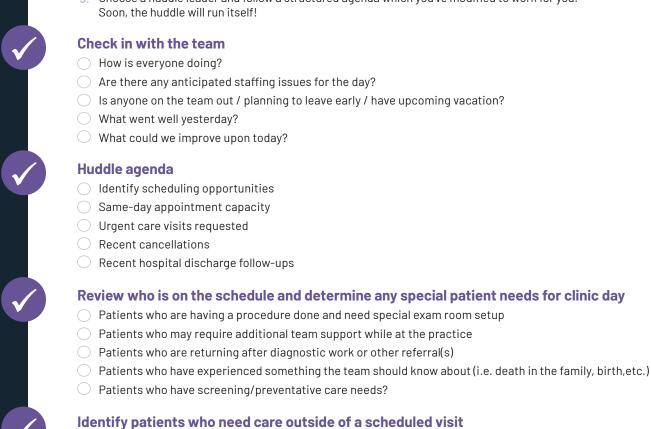


TEAM HUDDLE CHECKLIST

Use this modifiable checklist to lead your team through efficient, effective huddles at the beginning of the clinic day or beginning of morning and afternoon sessions.

How to huddle

- 1. Choose a consistent time to meet so the "huddle time" becomes routine. Morning huddles work well for most practices, while some prefer after lunch or at the end of the day.
- 2. Limit huddles to seven minutes or less and have everyone stand the entire time to keep it short and focused.
- 3. Hold the huddle in a central convenient location, like a hallway.
- 4. For larger practices, try out different participants to find the most inclusive mix of representatives. Get physician buy-in, and huddle even if all physicians can't make it as long as the team has their support.
- 5. Choose a huddle leader and follow a structured agenda which you've modified to work for you. Soon, the huddle will run itself!



References:

Huddles: Institute for Healthcare Improvement http://www.ihi.org/resources/Pages/Tools/Huddles.aspx

(i.e. prescription renewal, referral f/u, etc.)

Benefits of Huddle Implementation in the Family Medicine Center

https://fammedarchives.blob.core.windows.net/imagesandpdfs/pdfs/FamilyMedicineVol45Issue7Picciano501.pdf

Patients recently discharged from the hospital who require follow up

Patients who recently missed an appointment and need to be rescheduled

Patients who are overdue for chronic or preventive care

Huddles: Improve Office Efficiency in Mere Minutes https://www.aafp.org/fpm/2007/0600/p27.html