


Standardized Work

Job Name	Safety Huddles	Objective:	To improve patient safety by creating a culture/environment that is aware of and reports all safety concerns	Date:	25-Jan-17
				Owner	Standard Unit

Element Description	Frequency	Visual Aid
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Start/End of shift		
1	The outgoing R.P. is to update the safety tool for the oncoming R.P. and gives a verbal report to the oncoming R.P. (See image one)	Every shift
2	Initial safety huddle must be completed within the first 2 hours of the shift (after shift to report) and then repeated throughout the shift as needed. All oncoming staff are expected to attend.	Every shift
3	Huddle should be in a confidential, convenient standard location determined by each unit	Once
4	The oncoming R.P. is to gather all staff for safety huddle	Every shift
5	Safety huddle tool is to be kept at the desk on a clip board	Always
6	Operations manager and or Clinical practice manager to attend if possible	PRN
7	Length of the Safety Huddle is 3-5 minutes	Always
8	Using FAST – facts & announcements for shift team	Always
9	Utilizing the Safety Huddle Tool the RP informs staff of corporate and unit specific safety concerns and other pertinent information that potentially could impact the shift	Always
R.P.		
10	RP reviews information with staff on the Safety Huddle Tool asking staff if any additional information to be added to any of the sections	Always
11	At the end of the huddle the R.P. asks. "Does anyone else have any patient safety concerns?"	Always
12	R.P. escalate safety issues as needed to OM/CPM or Manager on call when needed and updates the safety tool with action plan	Always
During the shift		
13	If a safety issue arises during the shift the staff member notifies the R.P. and the Huddle report is updated by the R.P./Nurse	Always
14	R.P. can call a safety huddle anytime during the shift at their discretion or at the request of a staff member	PRN
15	The safety huddle tool is to be kept on the clipboard and collected by the OM	Once addressed

Image 1:



WINDSOR REGIONAL HOSPITAL
OUTSTANDING CARE – NO EXCEPTIONS!

Medical/Surgical Safety Huddle Tool				
Date:		Unit:		
Time:	7am	3pm	7pm	11pm
		Other _____		
Name of RP:		Huddle Start Time:		Huddle End Time:
Risk Reports or Critical Events from Previous Shift:				
ex. which patients are AOB, elopement, CCOT following? Who are we most worried about and why? Next steps and cautions				
Census	#OR's	#ER ANB	Incoming	#D/C
Assessment Bay Patients				
Who has been in the Assessment Bays nearing / beyond 24 hrs? Plans for transfers, escalations?				
Patients at risk for falls (write in room numbers)				
Frequent Faller:				
Bed Alarm:				
Hi-Lo Bed - Needed:				
Infection Control Issues				
ex. Who need's ARO swabs? c.diff, airborne, droplet precautions				
High Risk Medications				
ex. Pyxis discrepancies, heparin gtts, insulin gtts, PCA, epidurals, cytotoxic meds (rooms that require additional precautions)				
Resources of Supplies/Equipment/Staffing				
ex. broken/ malfunctioning equipment, bariatric bed required, special airmattress required, need to order more supplies				
Other Safety Issues and Staff Announcements				
ex. two patients with similar names, escalation plans for high risk patients, scheduled training				

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Review Date: