

Fairview Health Services' Daily Huddle Template

Note: This information is protected and sharing is for the intent to improve safety and quality performance. Confidentiality must be maintained.

Tiered Management Tier 4 CMO team		Time: 15 minutes	Dial-In:		
Daily Huddle		Facilitator:	Dial: XXX-XXX-8775		
↓ Process Steps		Date:			
1. Ensure operational readiness → 2. Detect and correct abnormal conditions → 3. Build system situational awareness					
Closing the Loop - Review Yesterday's Issues and Escalations... is anything still unresolved?					
Getting Ready for Today:					
Area	Accountabilities:	Start-up Issues:	Escalations:	Awareness:	Shout-Outs:
	<ul style="list-style-type: none"> • Record the action that was committed to and when you will close the loop with the group 	<ul style="list-style-type: none"> • Capacity: 75-85% = Green • Staffing meets demand or above = green • Supplies: No expected shortages for customers and No impact on patient care = Green 	<ul style="list-style-type: none"> • Closing Beds • ED Diverts • Transfer out cases • Other problems that are unable to be resolved at the level below and need support from this group • Unresolved supply issues • Unresolved equipment issues • Safety & Quality issues • MD issues 	<ul style="list-style-type: none"> • Event with harm to patient • Event with harm to team members • Resolved/unresolved issues that might have an impact or be happening elsewhere • Unresolved supply issues • Unresolved equipment issues • Safety & Quality issues • MD issues 	<ul style="list-style-type: none"> • Good catches
Bethesda					
Ridges					
Southdale					