

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).

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? <i>(e.g. PCN team, residents, etc)</i>	
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?	
Schedule Review	
Who is coming in today? Cancellations? Squeeze-ins?	
Is there anything that the team should know about? <i>(e.g., patient grieving, will be receiving a diagnosis, often late or no shows, etc)</i>	
Can we offer opportunistic care while they're here? <i>(e.g., care plan update, screening due, requisitions, prescription renewal, etc)</i>	
Can we get anything ready in advance? <i>(e.g., Netcare results, print requisitions, administer screen/self-assessment, pap prep, etc)</i>	
Are we doing any PDSA's today? What's the plan?	
AFTERNOON HUDDLE (before 1st patient of the afternoon)	
Any change in team status? <i>(e.g. leaving early, gone home sick, etc)</i>	
Any change in the schedule? <i>(e.g. running late, new cancellations, squeeze-ins, etc)</i>	
Does anyone need help?	
PDSA update <i>(if applicable)</i>	

END OF DAY HUDDLE (OPTIONAL)	
Brief review of incident(s)	
What went well?	
What could we have handled differently?	
Actions required?	