



TeamSTEPPS® TIPS

Briefs and Huddles

What are briefs and huddles¹?

Briefs (or briefings) are planning events that occur before a case (e.g. in the operating room), shift, procedure, or before an intervention. The brief allows the team leader to explain what is going to happen, cover pertinent contingencies, obtain input from each member of the team (including the patient) and ensure that each team member knows his or her roles and responsibilities. Remember to keep briefs *brief*; the transfer of information should take less than two minutes. The checklist on the right lists common questions the team should address.

Huddles are ad-hoc team events for problem solving and updating the plan. They help reestablish situation awareness. Anyone can call for a huddle to deal with new issues, added complexities, unusual circumstances or any need to adapt the original plan. Huddles occur frequently throughout the health care system and many times throughout the day.

Briefing Checklist	
Who is on the team?	<input checked="" type="checkbox"/>
All members understand and agree upon goals?	<input checked="" type="checkbox"/>
Roles and responsibilities understood?	<input checked="" type="checkbox"/>
Plan of care?	<input checked="" type="checkbox"/>
Staff availability?	<input checked="" type="checkbox"/>
Workload?	<input checked="" type="checkbox"/>
Available resources?	<input checked="" type="checkbox"/>
Contingency/safety issues?	<input checked="" type="checkbox"/>

Who initiates briefs and huddles?

Leaders are responsible for **assembling the team and facilitating** team events like briefs and huddles, but **anyone** can **request** a brief or huddle.

What other tips are important to remember?

- Identify a session leader
- Give all team members a voice in the process
- Know the plan: leader establishes a shared mental model
- Share the plan: key team members are engaged in the process
- Review the risk: explore contingency plans—team members speak up, question, and clarify, in order to structure the plan for success

Where can I get more information about briefs and huddles?

Visit <https://www.leadingagekansas.org/tsmaterials>

¹ The intent of high-quality care teams is three-fold; to plan, to problem solve, and to learn from performance in order to improve over time. In the TeamSTEPPS curriculum, this is most often referred to as briefs, huddles and debriefs, though specific terms may vary. It is most important to remember that these three steps refer to the overarching process of initiating and analyzing actions.

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