

Team Brief Form

IMPORTANT – To be completed at the start of every list and updated onto Camis by the Team Leader at the end of every session.

The Team brief will be held 10 minutes before every operating list commences. The surgeon or the theatre scrub team leader will take the lead role.

Format of Briefing:

- The Surgical Brief takes place after all the patients have been reviewed by the Surgeons and Anaesthetists and equipment checks completed.
- Essential personnel to attend Surgical Brief: Surgeon, Anaesthetist, Anaesthetic Practitioner, Scrub Team leader. The aim should be to have all members of the Theatre Team present.

Date of session:	Time Brief started:	Please tick below: <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> All Day <input type="checkbox"/> Teaching List?	
Theatre:	Surgeon: Speciality:		Actual start time of list:
If there was a delay to start time please state reason:			

Are all members of the team present? Yes No

Checklist (if any issues with the following please list under 'Any issues or concerns?')

- Team introductions.
- Any staffing issues?
- Any additional / special equipment / consumables required?
- Any list changes, order / procedure that require clarification?
- Expected operative duration or concerns? i.e. expected blood loss and units ordered and available.
- Imaging available on PACS, has I.I been ordered?
- Operating table and positioning requirements.
- Ensure Sign In and Time Out will be completed, WHO checklist.
- Who is anaesthetising the patient, is there a trainee with the Anaesthetist?
- Anaesthetic safety checks complete, planned anaesthetic techniques, concerns over ASA grade.
- Delegate scrub duties to scrub team.
- Plan and communicate when lunch breaks will commence.
- Is the list expected to run to time? **PROGRESS CHECK**
- Are there any concerns regarding transfer to recovery / bed issues?

End of Theatre Session: Enter the time the list ends here:

(last patient leaving operating theatre)

If the list **FINISHES EARLY** please state reason why:

If the **LIST OVERRUNS** please state reason why:

Any issues or concerns? Please provide as much information as possible.

Team Debrief Form

Time Debrief started:	Time Debrief finished:
Debriefing lead by:	Role of lead:

All members of the team present? Yes No

Please state below members who are not present and why:

What went well?

What could we do better next time?

Any issues / glitches?

Details of issue / glitch:

Tick if Safeguard completed

If applicable, give examples of problems avoided as a direct result of this brief e.g. wrong site, or how a patient's care has been improved as a result of the Team Brief.

Is the computer record (Camis) completed and accurate	Yes	No
If applicable is scheduled list for next week available	Yes	No
Has next week's list been discussed	Yes	No
Is list underbooked	Yes	No
Is list overbooked	Yes	No
Any special equipment requirements	Yes	No

Consultant / Lead Surgeon Signature: