

Procedural LocSSIP Team Brief Form: Endoscopy

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

The Team Brief will be held 10 minutes before every procedural list commences. The Lead Nurse will take the lead role. **Format of Briefing:**

- The Team Brief takes place after all the equipment checks have been completed.
- All members of the procedural list **must** be present.

Date of session:	Time Brief started:	Please tick below: <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Evening <input type="checkbox"/> Training list?
Procedural area:	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’ below):

- Team introductions.
- Any staffing issues; e.g. staff shortage/training, any support required for staff assisting endoscopist?
- Any additional/special equipment/consumables required? Identify if specialist equipment is needed for individual cases; e.g. specialist consumables, paediatric scope.
- Any list changes/order/procedure that requires clarification?
- Expected procedure duration or concerns?
- Any pre-identified issues with any of the patients on the list; e.g. disabilities, anticoagulants, previously failed/difficult procedures?
- If required, is imaging available on PACS and/or has I.I. been ordered?
- Agreement to conduct SIGN IN/TIME OUT/SIGN OUT if WHO checklist/procedural LocSSIP required.
- If sedation/medication is being used, identify who is administering sedation and what monitoring is required.
- Monitoring equipment safety checks complete.
- Plan and communicate when breaks will commence.
- Is the list expected to run on time? When is a **PROGRESS CHECK** required?
- Are there any concerns regarding transfer to recovery/bed issues?

Enter the time the last patient leaves the procedural area:

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

If the list **OVERRUNS**, please state the reason why:

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

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Team Debrief started:	Team Debrief finished:
Debrief lead:	Role of lead:

Are all members of the team present? Yes No

Please state below team members who are not present and why:

What went well?

What could we do better next time?

Describe any issues/glitches?

Was a Safeguard appropriate and completed? N/A Yes No

If applicable, give examples of problems avoided as a result of this Brief (e.g. wrong site surgery) or how a patient's care has been improved because of the Brief. Please also give examples of excellence.

Was an Excellence Report considered and completed? N/A Yes No

Any issues from this list that may affect the next list; e.g. IT problems? Yes No
Please list:

If yes, have they been reported? Yes No

Signature of Lead Nurse: