

Procedural LocSSIP Team Brief Form

IMPORTANT – To be completed at the start of the list by the Nurse in charge before every Catheter Lab session

The Team Brief will be held 10 minutes before each list commences.

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"/> All day <input type="checkbox"/> Teaching list?
Procedural site/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, explain why:

Checklist (if any issues with the following please list under 'any issues or concerns' below):

- Team introductions and identify Nurse in Charge.
- Any staffing issues?
- Discuss the list - any list changes / order / procedures that requires clarification?
- Any equipment concerns or special equipment / consumables required?
- If required, is any previous imaging available?
- Agreement to conduct SIGN IN / TIME OUT / SIGN OUT on procedural checklist.
- Monitoring equipment and all safety checks complete?
- Is the list expected to run on time?
- Are there any concerns regarding recovery, transfer / bed issues?
- Plan and communicate if and when lunch breaks will commence.
- Agree Nurse in Charge will update staff if any further changes / cancellations / additions to list occur.

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:

Procedural LocSSIP Team Debrief Form

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?

Is a Safeguard appropriate and completed?

Yes

No

N/A

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?

Yes

No

N/A

Signature of Operator: