



1

Greet Everyone

- “Thanks for coming, I want to start by checking in - how’s everyone doing today?”
- If new team members are present who were not at Briefing: “Let’s introduce ourselves – can you please say your name and your role?”
- “We’re here to talk about our successes and challenges today.”
- “Whatever we talk about should be kept confidential. If we need to report clinical data outside of this discussion, we’ll de-identify it.”

2

Capture Successes and Generate Ideas for Improvement:

- What went well today that we want to repeat and pass on to other shifts?:

- Let’s talk about what was difficult – let’s explore it, and make a plan for tomorrow

- Report out on any findings/improvements made as a result of debriefings

3

Support the Team:

- Let’s take a minute to check in with each other....how is everyone doing? What was most difficult today?
- What were the successes?

4

Circle Up Action Items

- What critical information needs to get passed on to management/other shifts now?
- What might take longer, but we can start now?

Notes:

Please note any items requiring follow up

Items to Follow Up On