

Quick guide to Briefing

What is it?	<ul style="list-style-type: none"> The plan for the day is discussed by all team members
When?	<ul style="list-style-type: none"> Initiate the briefing before the first case of the day, once all team members are available in the department
Why?	<ul style="list-style-type: none"> Ensure a shared understanding of the plan for the day Anticipate and prepare for problems
Who is leading the briefing?	<ul style="list-style-type: none"> It can be any member of staff Consider rotating the lead including and encouraging junior staff/trainees?
People	<ul style="list-style-type: none"> Team members introduce themselves Clarify roles, responsibilities, actions and interactions - who's doing, what, where, when Who's missing? Does everyone feel comfortable about today? Qualify any supervision/assessment considerations Remember - we're part of a team Everybody has a valid role, perspective and opinion Additional personnel e.g. multi-speciality case/perfusionists/radiography
List	<ul style="list-style-type: none"> Highlight any issues arising from the previous list's debrief Overview of the list <ul style="list-style-type: none"> Any changes? Anticipated events e.g. Fire Alarm test, Industry observer If emergency procedures are needed what changes may be necessary? Details of each case <ul style="list-style-type: none"> Be clear about the plan, expectations, special considerations e.g. latex allergy/positioning
Equipment	<ul style="list-style-type: none"> What, where, when and how Loan equipment Decontamination Issues Consumables
Questions and concerns	<ul style="list-style-type: none"> Check for any misunderstandings Ask the team to highlight potential risks and hazards Identify and discuss contingency and mitigation plans Agree when the debrief will be performed

Note: Briefing is one of the Five Steps to Safer Surgery. Small tests of change and local adaption of the WHO Surgical Safety Checklist are encouraged, to identify aspects of the Checklist that might be usefully moved to the pre-list briefing. This guidance is consistent with guidance from NPSA and Patient Safety First on implementing the WHO Surgical Safety Checklist.

