One step for patient safety

Safer surgery

Brief encounters

Feedback from surgical teams suggests that when teams are undertaking pre list briefings, the checklist is more likely to improve the reliability of key clinical processes.

To add your voice and experience to Patient Safety Week, we are asking you and your colleagues to take part in the activity below.

- Choose a list on which you haven't done a briefing before
- Do a team brief each day. Record the list in table below.

Tips for chosing a list and doing a team brief each day of Patient Safety Week

- **When:** Initiate the safety briefing before the first case of the day, once all team members are available in the department
- **Who:** Any member of staff. Consider rotating the lead by including and encouraging junior staff/ trainees.

Date	List / session time	Briefing top tips
Mon 15 Nov		People • Team members introduce themselves • Clarify roles, responsibilities, actions and interactions • Who's missing? • Does everyone feel comfortable about today? • Qualify any supervision/assessment considerations • Everybody has a valid role, perspective, and opinion • Additional personnel (e.g. for multi-speciality case/perfusionists/radiography). List • Highlight any issues arising from the previous list's debrief • Overview of the list • Any changes? • Anticipated events (e.g. fire alarm test, industry observer) • Detail of each case • Be clear about the plan, expectations, special considerations (e.g. latex allergy/positioning). Equipment • What, where, when and how • Loan equipment • Decontamination issues • Consumables Questions and concerns • 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. **Your local top tip:** _____
Tue 16 Nov		
Wed 17 Nov		
Thu 18 Nov		
Fri 19 Nov		
Sat 20 Nov		
Sun 21 Nov		

Reviewing your results

- Review your results with your team. What lessons can be learnt?

Additional resources

- For more information on briefings and de-briefings click here.