

# Fairview Health Services' Daily Huddle Template

<p><b>Note:</b> This information is protected and sharing is for the intent to improve safety and quality performance. Confidentiality must be maintained.</p>					
<b>Tiered Management   Tier 4 CMO team</b> <b>Daily Huddle</b> <b>↓ Process Steps</b>		<b>Time:</b> 15 minutes <b>Facilitator:</b> <b>Date:</b>	<b>Dial-In:</b> Dial: XXX-XXX-8775		
<b>1. Ensure operational readiness → 2. Detect and correct abnormal conditions → 3. Build system situational awareness</b> <b>Closing the Loop - Review Yesterday's Issues and Escalations... is anything still unresolved?</b>					
<b>Getting Ready for Today:</b>					
<b>Area</b>	<b>Accountabilities:</b> <ul style="list-style-type: none"> <li>Record the action that was committed to and when you will close the loop with the group</li> </ul>	<b>Start-up Issues:</b> <ul style="list-style-type: none"> <li>Capacity: 75-85% = Green</li> <li>Staffing meets demand or above = green</li> <li>Supplies: No expected shortages for customers and No impact on patient care = Green</li> </ul>	<b>Escalations:</b> <ul style="list-style-type: none"> <li>Closing Beds</li> <li>ED Diverts</li> <li>Transfer out cases</li> <li>Other problems that are unable to be resolved at the level below and need support from this group</li> <li>Unresolved supply issues</li> <li>Unresolved equipment issues</li> <li>Safety &amp; Quality issues</li> <li>MD issues</li> </ul>	<b>Awareness:</b> <ul style="list-style-type: none"> <li>Event with harm to patient</li> <li>Event with harm to team members</li> <li>Resolved/unresolved issues that might have an impact or be happening elsewhere</li> <li>Unresolved supply issues</li> <li>Unresolved equipment issues</li> <li>Safety &amp; Quality issues</li> <li>MD issues</li> </ul>	<b>Shout-Outs:</b> <ul style="list-style-type: none"> <li>Good catches</li> </ul>
	<b>Bethesda</b>				
<b>Ridges</b>					
<b>Southdale</b>					