

Team Huddles in Long Term Care

What is it?

- Huddles are a short (5-10 minutes) standing meeting – usually at the start of shift - that allow staff to exchange key information in a timely and efficient manner.
- Key communication for frontline staff regarding the constantly evolving COVID-19 pandemic and the impact on their own daily work tasks
- Uses a **Huddle Board** to communicate with all staff (see example below)



Why is it helpful?

- Communicates key, urgent information for safety
- Shares plans for care that day
- Highlights the wins and creates an opportunity to discuss concerns

Who runs it?

- Usually it's the leader who runs the meeting, but it's an opportunity for any "unit champion" to share thoughts and ideas for the shift.
- Should include all members of the healthcare team – nursing, PSW, IPAC, housekeeping, allied health, food services and anyone else working on the unit.

How do you create a Huddle Board?

- Any whiteboard or blank wall space can be adapted to become your **Huddle Board**, but it should be a good size to read from 6 feet away
- Use tape to create the 'sections' of the board – these sections don't change day-to-day
- Use markers to write the information for the staff for that day. This is a reference for staff outside the Huddle meeting. Get creative!

Here is an example of what your **Huddle Board** *might* look like:

Resident Quality & Safety	<p>Updates</p> <p>New supplier for dressings. Speak to DOC if you notice any issues</p> <p>Mr. A back from hospital, into room 1009</p>	<p>Falls/Med Issues</p> <p>No falls on the second floor this week!</p> <p>Ordering Tylenol from pharmacy – should arrive by Tuesday at 16:00</p>	<p>COVID-19</p> <p>COVID cohort now on the third floor, watch for wandering residents on this unit</p> <p>All residents have now been tested</p> <p>Test kits available in first floor nursing station – please test and isolate <u>all</u> symptomatic residents</p>
Staff Quality & Safety	<p>Updates</p> <p>Continue social distancing</p> <p>Additional staffing arranged for the weekend</p>	<p>PPE</p> <p>New gowns and procedure masks available (know how to use them)</p> <p>Fit testing update</p> <p>N95's kept in 1st floor activity room.</p>	<p>IPAC Updates</p> <p>April Hand Hygiene Rate</p> <p style="text-align: center;">78%</p> <p>(previous month 65%)</p> <p style="text-align: center;">WELL DONE!!</p>
Resident/Staff Experience	<p>Updates</p> <p>Moving the linen carts in the locked unit closer to kitchen has made access easier!</p>	<p>Concerns</p> <p>Please remember to report any potential symptoms to the charge nurse if calling in sick after 18:00</p>	<p>Wellness Initiatives</p> <p>Resources from Ottawa Public Health</p> <p>https://www.ottawapublichealth.ca/en/public-health-topics/mental-health-and-covid-19.aspx#Employee-Resources-</p> <p>The Royal Ottawa Hospital</p> <p>https://www.theroyal.ca/covid-frontline-wellness</p>

Video Clip Examples for Reference:

Hospital example of actual huddle:

https://theottawahospital.sharepoint.com/sites/gp/huddles/Shared%20Documents/Huddle_Videos/Morning%20Huddle%20UltraHD.mp4

Cascaded huddles for individual LTC site and higher level LT management roll-up:

<https://youtu.be/XX-rHmwTixQ>

Update this content daily using dry-erase marker