OBSERVER EVALUATION GUIDE

SAFETY HUDDLES

This guide will help a non-participant observer evaluate Safety Huddles in your unit or department. The findings are meant as constructive feedback to be discussed with Safety Huddle leaders and participants to help them improve and get the most out of the process. For the best results, the observer should attend three to five Safety Huddles and provide feedback based on the patterns arising from multiple observations.

Date:	Start time:	Started on time? Y ☐ N ☐	Huddle end time: ≤10 minutes ☐
Observer:		Safety Huddle leader:	

Observation			**√/X**
Number of team members in attendance		Multidisciplinary representation	
There is a common understanding of the goals to improve safety for staff and patients			
All team members actively contributed and included their suggestions and concerns			
Action items are documented on a visual display board (Quality board for example)			
Action items arising from previous Safety Huddles are reviewed			
Accountability is assigned to follow up action items			
'Shout out' and or patient compliment shared			
Reminders or announcements (such as planned education sessions that shift)			
Summary			
The huddle ended on a positive note – (Days since last incident)			
Team member engagement and participation in the huddle (*Brief description).*			

Notes for huddle leader:

Suggestions for huddle improvement:

Observer Signature: Date:

Role:

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