

BID Team Huddle POWER Training

I can say the following with complete confidence; any team that does not practice a high quality huddle is wasting precious time and energy on every single shift. A BID Team Huddle can save you 5 – 10 minutes per minute invested in the Huddle. With our Power Tools you can also use your Huddle to build an authentic, supportive, high performance team culture.

Use these checklists to power up your BID Team Huddle into a whole new level of effectiveness and satisfaction with your team.

NOTE:

Remember the Team Huddle is a stand up meeting. No one goes to anyone's office. Everyone is already busy and this is a standup meeting ... 3 minutes and done.

The BASICS:

3 MINUTES TWICE A DAY

- At the start of your morning and afternoon shifts
- If you work straight through your day or shift - at the start and half way through

1) Include all members of your Patient Care Team.

- Receptionist / Unit Assistant
- MA's / NA's / Whomever rooms patients in an outpatient setting
- The entire unit staff on the inpatient side
- Anyone else in the chain from the patient calling in for an appointment to leaving at the end of their visit in an outpatient setting
- Anyone involved from arrival to discharge from your unit on the inpatient side

IT IS ALWAYS BEST IF YOU CAN GET PHYSICIANS / NP'S AND PA'S TO PARTICIPATE ... and do not let that stop you from holding a BID Huddle with the rest of the team. There is tremendous benefit to the entire team from any huddle, whether or not the physicians participate

2) Stand up meeting (remember, you go to them)

Make sure one of you has the schedule for this half day or the patient roster for the unit in hand.

3) Review the schedule together and do two things

- a) Trouble shoot the patients on the schedule or the unit already**
 - heads up on who is upset or who's family is upset

- heads up on who is particularly ill or had a rough night
- who has special needs
 - put them in a specific room
 - specific equipment or extra time needed
- who is scheduled for discharge and what new admissions are headed your way

b) Decide what to do with any open slots or empty rooms

This is where most huddles stop ... with a simple troubleshooting of the next 8 – 12 hours. This is very valuable all by itself. You are putting out fires before they start and coordinating the activities of the team from the beginning.

There is so much more you and your team can do in the Huddle!

POWER TOOLS

Use the four additional steps to power up your Huddle to a game changing experience in your day

CHECK IN WITH YOUR TEAM

Ask everyone how they are doing today? Get to know if there is anything going here at work or in their personal lives that you need to know about.

CELEBRATE

Ask if anyone has anything they want to acknowledge themselves or their loved ones for. Whose child just made honor roll or who just got engaged? You can all share and celebrate together.

SAY THANK YOU

Acknowledge and thank the members of your team for anything they have done in the last 24 hours that help you or the team do a better job. Praise early and often and be specific. "Thanks for your hard work, we really appreciate it."

DELEGATE

a) When a team member has a question they can research ... ask them to bring the answer back to the team and share in the next Huddle.

b) Ask your team to be on the lookout for changes to your routine that will allow you to share the workload more effectively. Any time they see something that could be done to help the team be more effective ... invite them to bring that idea to the next Huddle.

CLEAR AND CENTER – IN AND OUT

At the start and end of your Huddle, invite your team to take a deep cleansing breath to become clear and centered before you start the Huddle and then again, before you all begin seeing patients. You all take this breath together and invite any stress or worry or tension out as you exhale. This way you can give the Huddle your undivided attention and do the same for your patients when the Huddle is through.

NEXT STEPS:

JUST DO IT

- Print out this document
- Study it
- Grab your team BID for the Huddle
- **Make this a normal part of your team's workday**
- **Watch the difference it makes for everyone on the team.**

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Team Huddle Power Training is just one Burnout Prevention Tools here at StopNurseBurnout.com. Here are even more options ...

1) Buy the book: "*Stop Nurse Burnout – What to Do When Working Harder Isn't Working*"

This is the first step-by-step self help guide for nurses to prevent burnout for good. It is a complete system to build a more Ideal Career and a much more balanced life.

[Click Here to learn more and get your copy](#) – including an additional 6 Power Tools at the website.

2) Visit StopNurseBurnout.com for additional resources and tools to lower stress, build more life balance and a more Ideal Career

- Stress Management and Burnout Treatment and Prevention
- Nurse Leadership Development
- Nurse Wellness and Engagement Resources

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That's all for now. Keep breathing and have a great rest of your day,



Elizabeth

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