Preventing Hospitalizations and ED Visits Dialysis Staff Daily Huddle Guide

1. Keep It Short & Consistent

- Schedule before treatments begin.
- Limit to **5-15 minutes** in a quiet, convenient spot.

2. Assign Roles & Structure

- Huddle Leader: Rotating role to keep focus.
- Agenda: Cover patient updates, safety concerns, and recent incidents.
- **Open Communication:** Encourage staff to share concerns without judgment.

3. Key Focus Areas

- Patient Monitoring: Check vitals, labs, infection signs.
- **Vascular Access:** Review CVC only patients. Ensure proper site care to prevent infections.
- **Medication Management:** Review for medication changes. Ensure patients receive and take meds correctly.
- **Education:** Reinforce hand hygiene, access care at home, symptoms, treatment adherence.
 - Resource for Staff: <u>How Dialysis Staff Can Impact Hospitalizations</u>

4. Use Quality Improvement Tools

- **Root Cause Analysis (RCA):** Identify causes of hospitalizations.
- **Plan-Do-Study-Act (PDSA):** Test and track improvements.
- 5. Enhance Communication
 - **Patient Engagement:** Use conversation starters to uncover concerns.
 - **Staff Education:** Educate on identified trends and prevention strategies
 - **Care Coordination:** Maintain clear communication with other providers.

6. Monitor & Adjust

- Track Metrics: Hospitalizations, ER visits, and key performance indicators.
- Staff Feedback: Adjust huddle practices as needed.



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Preventing Hospitalizations and ED Visits Sample Daily Huddle Agenda

Welcome: Greet team, review the purpose, ensure key staff are present.

Staff Check-in: Quick well-being check, acknowledge achievements.

Patient Care Updates: Review patient concerns and support needs. (Refer to the Preventing Hospitalizations/ED Visits- Staff Huddle Tracker)

Huddle Focus Area(s)



- Infection Prevention
-] Vascular Access
-] Medication Management
- Education (patient and staff)
-] Care Coordination
- Blood Pressure Management
 - Fluid Management

Communication & Coordination: Discuss team communication and coordination with providers.

Metrics & Feedback: Review key performance indicators and gather staff input.

Announcements & Follow-up: Update on projects, encourage new ideas.

Action Items & Team Member Responsibilities: Recap key points, assign action items, and encourage teamwork.





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ACTIO	TEAM					DATE
ACTION ITEMS/PERSON RESPONSIBLE:	TEAM INPUT AND FEEDBACK					PATIENT NAME
						INCIDENT (<90 DAYSS)/ PREVALENT (>90 DAYS)
						INFECTION CONCERN
						MEDICATION MGMT CONCERN
						VASCULAR ACCESS CONCERN
						FLUID MGMT/DIETARY CONCERNS
						RECENT HOSP/ED VISIT
						EDUCATION NEEDS/FOCUS
						CARE COORDINATION NEEDS/REFERRALS
NEXT HUDDLE:						NOTES





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