

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:** [How Dialysis Staff Can Impact Hospitalizations](#)

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.

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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