

Improve Team Coordination with Daily Huddles

Why Do a Daily Huddle?

- **Increase Focus:** Keep teammates focused on the same strategic goals.
- **Remove Roadblocks:** Ensure timely answers to pressing questions.
- **Team Morale:** Gives employees a chance to connect.
- **Facilitate Communication:** Let the team communicate directly.
- **Enforce Accountability:** Everyone knows what everyone else is working on.

What Are Daily Huddles?

Daily huddles are brief, focused meetings held each day to ensure that dialysis care teams are aligned, informed, and ready to provide the best care possible for patients.

Key Benefits:

- **Enhance Communication:** Keep all staff updated on patient care, treatment plans, and facility needs.
- **Increase Efficiency:** Set clear goals for the day, prioritize urgent tasks, and ensure patient care is timely.
- **Identify Challenges:** Address any issues early, such as staffing shortages, equipment concerns, or patient needs.
- **Foster Teamwork:** Ensure everyone is on the same page and collaborating for optimal patient outcomes.

How It Works

- Duration: 15–30 minutes
- Frequency: Daily, usually at the start of the shift
- Format:
 - What are your tasks for the day?
 - Are there any patient care concerns or challenges?
 - What are today's top priorities for the team?

Why It Works

- Keeps meetings short and focused on patient care
- Promotes quick problem-solving and smooth operations
- Strengthens team accountability and patient safety

Who Can Benefit?

All dialysis facility staff—nurses, technicians, social workers, dietitians, and facility leaders—can use daily huddles to:

- Improve communication
- Reduce errors
- Enhance patient care

Start Each Shift with a Huddle—Provide Better Care Together!

PAGE 1 OF 2

Dialysis Facility Daily Huddle Guide

How to Plan Your Daily Huddle

- **Set a Regular Time:** Choose a consistent time each day for the huddle to ensure full team attendance.
- **Create an Agenda:** Focus on key topics like patient updates, staffing, safety checks, and equipment.
- **Designate a Leader:** Assign a huddle leader to keep the meeting on track.
- **Prepare in Advance:** Have patient data, schedules, and reports ready to avoid delays.

How to Run an Effective Huddle

- **Be Brief and Focused:** Limit the huddle to 10–15 minutes. Prioritize essential updates.
- **Engage Your Team:** Encourage input from all team members.
- **Stay on Track:** Stick to the agenda and avoid side discussions.
- **Assign Action Items:** Ensure tasks are assigned with deadlines and accountability.
- **Stay Positive:** Promote collaboration, respect, and problem-solving.

How to Follow Up After a Huddle:

- **Document Action Points:** Record tasks, responsible individuals, and deadlines.
- **Assign Responsibilities:** Ensure each task has an owner and timeline.
- **Monitor Progress:** Review task completion during the next huddle.
- **Provide Feedback:** Acknowledge progress and address any delays.

Remember:

- Daily huddles foster a cohesive team, improve patient care, and help identify challenges early. *Stay focused, stay connected, and always follow through!*