

Care Group 1 (Medicine) Safety Huddle Log		
<b>Expectations:</b> The Huddle is to be completed 3 times a day (AM, PM & Night) or following an incident. Ward Manager to review daily, Matron to review weekly and share at the monthly Quality Meeting with HON/DHON. Log scanned and saved to the ward shared drive.		
<b>Date:</b>	<b>Time:</b>	<b>Lead:</b>
<b>Present:</b>		
<b>Shift Allocation/Key messages</b>		
<b>Patient Safety/Experience Concerns</b>		
<b>Safeguarding issues</b>		
<b>Your Health and Wellbeing – breaks</b>		
<b>Escalations from NIC</b> following review of Patient Overview Board and Nursing Assessment Board (on Meditech) and discuss outstanding actions - Any escalation?		
<b>Escalations to NIC</b> - Deteriorating patients - The NIC Must be informed and communication must be maintained - escalate to ART if required.		
<b>Escalations to Matron/Matron of the Day</b>		
<b>Is there any family discussions that need to take place?</b> including changes in patients condition, post incident, discharge planning. Has the process been identified and has this been arranged including MDT?		
<b>Tissue Viability</b> - Is the right equipment in place? Have the assessments been completed within the required timeframe? Any escalations?		
<b>Falls</b> - Is the right equipment in place and are falls prevention measures in place? Have the assessments been completed within the required timeframe? Has the L&SBP being completed? Any escalations?		
<b>Enhanced Care</b> - support options explored - LD, MHLT, admiral nurse, family support? This is me completed? Enhanced care submitted if appropriate?		
<b>Mental Health</b> - Any patients concerned about? Any Missing/risk of missing persons? Protocol followed? Any escalations?		
<b>IPC</b> - Any special precautions in place? Any escalations?		
<b>Discharge planning</b> to include discussions with family, golden patients, C2R, IDT position/to be completed, EDD, follow therapy plan/equipment		
<b>Moving and Handling</b> – referral to therapy, ongoing requirements		

Care Group 1 (Medicine) Safety Huddle Log		
<b>Expectations:</b> The Huddle is to be completed 3 times a day (AM, PM & Night) or following an incident. Ward Manager to review daily, Matron to review weekly and share at the monthly Quality Meeting with HON/DHON. Log scanned and saved to the ward shared drive.		
<b>Date:</b>	<b>Time:</b>	<b>Lead:</b>
<b>Present:</b>		
<b>Shift Allocation/Key messages</b>		
<b>Patient Safety/Experience Concerns</b>		
<b>Safeguarding issues</b>		
<b>Your Health and Wellbeing – breaks</b>		
<b>Escalations from NIC</b> following review of Patient Overview Board and Nursing Assessment Board (on Meditech) and discuss outstanding actions - Any escalation?		
<b>Escalations to NIC</b> - Deteriorating patients - The NIC Must be informed and communication must be maintained - escalate to ART if required.		
<b>Escalations to Matron/Matron of the Day</b>		
<b>Is there any family discussions that need to take place?</b> including changes in patients condition, post incident, discharge planning. Has the process been identified and has this been arranged including MDT?		
<b>Tissue Viability</b> - Is the right equipment in place? Have the assessments been completed within the required timeframe? Any escalations?		
<b>Falls</b> - Is the right equipment in place and are falls prevention measures in place? Have the assessments been completed within the required timeframe? Has the L&SBP being completed? Any escalations?		
<b>Enhanced Care</b> - support options explored - LD, MHLT, admiral nurse, family support? This is me completed? 1-1 submitted if appropriate?		
<b>Mental Health</b> - Any patients concerned about? Any Missing/risk of missing persons? Protocol followed? Any escalations?		
<b>IPC</b> - Any special precautions in place? Any escalations?		
<b>Discharge planning</b> to include discussions with family, golden patients, C2R, IDT position/to be completed, EDD, follow therapy plan/equipment		
<b>Moving and Handling</b> – referral to therapy, ongoing requirements		

