EMERGENCY DEPARTMENT HOT DEBRIEF FORM

A Quick Debrief After A Clinical Event

SUGGESTED DEBRIEFING TRIGGERS



SET THE SCENE



- We are going to have a short team debrief (5-10min).
- Your participation is welcomed but not compulsory.
- The purpose is to improve the quality of patient care & our team performance.
- This is not a blaming session and we should focus on the team issues.
- Information discussed during this debrief is confidential (de-identified data and learning themes may be used for audit and department education)

REACTIONS



ASK:

Is Everyone Ok?
How Are You Feeling?

SUMMARISE



TEAM LEADER:

Please Share a Short Summary of the Case

ASK: OVERALL, WHAT WENT WELL & WHY?

ANALYSIS

Think About Performance Domains:
Human Factors
Technical/Equipment Issues
System Issues

ASK: OVERALL, WHAT COULD BE IMPROVED & WHY?

KEY POINTS



ASK:

Identify the Key Take Away Points for this Case
Are There Any Issues That Need Immediate Follow-Up? (Identify Key Person Responsible)

SCRIBE



- Use Form
- Document Team Leader, Team Names, Roles & Clinical Group/Position
- Document Location and Timing of Debrief
- Document Reason for Debrief, Analysis and Key points

IS A COLD DEBRIEF REQUIRED?

FOCUSED FACILITATION TIPS

ADVOCACY - I saw or I noticed (observation), I think (point of view).
ENQUIRY - How do you see it? What were your thoughts at the time?

THEMES TO CONSIDER EXPLORING



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CONSIDER DEBRIEFING THE FOLLOWING EVENTS

Summarise the case

Things that went well

Opportunities to improve

Points to action & key learnings

SCRIBE

Document Debrief
Use Form



ANY QUESTIONS/QUERIES CONTACT