*These are suggestions to get you started, your huddle will evolve over time to suit your practice.*

### In attendance

*List attendees*  
  
For Today

|  |  |
| --- | --- |
| Anyone off sick? |  |
| Anyone out of office/leaving early/rest home/home visits? |  |

### Workflow – Review Templates

|  |  |
| --- | --- |
| Check for patients who may require more time or assistance due to age, disability, etc. |  |
| Check for lengthy back-to-back appointments. How to prevent backlog? |  |
| Check for openings that can be filled, or identify appointments booked for chronic no-shows. |  |
| Any special instructions for the health care assistant or triage nurse? |  |

### Upcoming

|  |  |
| --- | --- |
| Staff movements / general notices/ messages ​ |  |
| Quality targets for the week ahead ​ |  |
| Continuous improvement update ​ |  |
| Actions ongoing /completed/ generated /allocated ​  ​ |  |
| Team achievement / Celebrations and recognition ​ |  |

N.B The completed agenda should be visible to all staff members