

Administrative Debriefing Guide

(Modify to fit your setting)

Example Application: Code team members meeting after a code; Clinic team meeting after clinic hours or meeting at the beginning of the next day to “debrief” the previous day.

When and where will you do your administrative debriefing? It will work most effectively to quickly review the working conditions and events that occurred at the end of a hospital shift or clinic. A more comprehensive debriefing could be done on a weekly basis. A debriefing could also be conducted early in the morning about the previous day. This will be done more consistently if you choose the same time, same place, and same day (if weekly or longer intervals).

Who should attend?

What should be discussed?

Does any team member have input that may impact patient safety or the efficiency of care?

- How could the shift or day have gone better? What worked well? What didn't work well?
- How could the code effect:
 - Personnel issues
 - Logistical/scheduling issues
- Equipment failures?
- Supplies adequate?
- What action should be taken to correct the identified problems? Who will take responsibility for the recommended action and when?

Was the safety or quality of patient care improved by this debriefing? If so, how?