***Rakesh K. Dua Physician, PC***

**Scott Medical Center, 2035 Ralph Ave, Ste B-8, Brooklyn, NY 11234 Tel: (718) 968-2534 Fax: (718) 968-0573**

SUBJECT: Team Based Care Daily Huddles

EFFECTIVE: 4/3/2017

POLICY

Rakesh K. Dua Physician, PC will have daily huddle meetings to foster clear and open communication amongst our staff that provides/ both direct and indirect care for our patients.

PROCEDURE

Huddle meetings will occur daily at the start of each clinic session. The clinic head or designee will facilitate the meetings and serve as scribe and timekeeper. The meetings should not exceed 15 minutes.

PLAN:

1. Interdisciplinary staff will arrive to clinic timely to review a copy of the day sheet (list of scheduled clinic appointments.) Attendees will sign a huddle attendance sheet daily.
2. The designee in conjunction with doctors and clinic staff, will do review of the patient schedule and discuss anticipatory patient needs
3. The designee will review and discuss the remaining huddle agenda items.
4. The designee will encourage feedback and participation from all staff
5. The huddle meeting shall not exceed 15 minutes, therefore major issues that require expanded discussion will be noted and tabled to be addressed at the monthly staff meeting
6. Copies of the completed huddle sheets will be held by the designee in the Huddle Book