**Team Purpose**

The purpose of the debrief coordinating team is to standardize and plan the debrief program by providing tools and strategies to designated leaders to conduct effective debriefs.

These designated leaders include senior leaders, department managers, shift leaders, and service-line leaders in clinical and non-clinical areas.

The tools and strategies include:

* Policy and Procedure for Conducting Effective Debriefs
* Structured generic and event specific guides for conducting effective debriefs
* Debrief training for designated leaders using the debrief fact sheet, online videos, and structured guides
* Maintaining a database of lessons learned from conducting debriefs

**Team Objective**

To hold clinical and non-clinical leaders in this organization accountable for conducting effective debriefs that improve system performance and safety culture.

**Team Member Roles and Responsibilities**

|  |  |
| --- | --- |
| **Team Member** | **Roles/Responsibilities** |
| Senior leader/sponsor | Ensure access to resources and overcome barriers such as ensuring other team members can attend meetings  |
| Staff education content expert | Ensure debrief training program integrates adult learning principles |
| Quality improvement/patient safety content expert | * Develop, manage, and analyze database for tracking outcomes of debriefs
* Train leaders to identify four types of organizational errors: task, judgment, coordination, and system
 |
| Team training content expert (i.e. TeamSTEPPS master trainer) | * Ensure debrief processes integrate evidence-based team training strategies and tools
* Guide advancement from debriefs to full implementation of team strategies and tools including situation monitoring, closed-loop communication, and mutual support
 |
| OB safety content expert | Ensure debrief processes integrate evidence-based safe OB practices |
| Surgical safety content expert | Ensure debrief processes integrate evidence-based safe surgical practices |
| Medication safety content expert | Ensure debrief processes integrate evidence-based safe medication practices |
| Surgical safety content expert | Ensure debrief processes integrate evidence-based safe surgical practices |

**Ground Rules**

Team meets monthly and is chaired by the quality improvement/patient safety content expert.