

If the practice is unsure of how staff members are communicating/huddling, implement this simple survey and collect the results to determine what changes need to be made.

1. Do you and your care team members have a daily huddle that focuses on care of the patients coming in for that day?

- Yes
- No
- Yes, but not on a daily basis
- Unsure

2. If you answered yes to question 1, do you have a process in place to record/document your discussion notes?

- Yes
- No
- Yes, but not on a daily basis
- Unsure

3. How often do you and your care team members huddle?

- Once a week
- Twice a week
- Three times a week
- Four times a week
- Everyday

4. How long are do your huddles last?

- 1-5 minutes
- 5-10 minutes
- 15-20 minutes

5. What time do you and your care team members have the huddle?

- Morning
- Afternoon
- Evening (to prepare for the next day's patient schedule)

6. If you do not already huddle, what time would you be available to do so?

- Morning (before clinic begins)
- Afternoon (after the lunch hour)

- Evening (after all patients have been seen to prepare for the next day's schedule)

Please list who is included on your care team huddle (by position, not by employee name).