

Daily Huddle Agenda

Tuesday 800 - 815



800 - 805

—Introduction

(Selected Huddle Leader)

- Numbers for the previous and current days (appointments, no-shows, providers out, current staffing—including employees out and PRNs—and patient feedback from the previous day).

805 - 810

—Ideas

Group Discussion

- Discuss new ideas and ideas we're working on (from the board)
 - Gather status from staff who are assigned to the task(s)

810 - 812

(Selected Huddle Leader)

- Review daily metrics and acknowledge trends
 - Pareto diagrams and other indicators/trackers

812 - 815

—Adjournment

(Selected Huddle Leader)

- Questions, concerns, and daily updates from the staff