

Virtual Daily Team Huddle Transitional Care COVID-19

Purpose: To describe how daily huddles can be a proactive approach to coordinating and maintaining effective overall Transitional Care/Swing Bed (TC/SB) functions during times of Contingent or Crisis operations such as COVID-19 pandemic.

Background

Routine, Conventional TC/SB operations may function well with intermittent leadership check-ins. During Contingent or Crisis operations, there will likely be rapidly changing demands, variable resource availability, changing regulations, and increased communication needs. A brief virtual daily team huddle focused on maintaining optimal TC/SB care and patient flow is recommended.

Format

- Virtual (via phone or web conference from staff work stations, offices, home, etc.)
- Daily, usually in morning with goal of 15 minutes or less if possible
- Suggest consistent facilitator (e.g. Senior Leader, TC/SB Coordinator)

Participants

- Minimum recommended
 - At least one designated Senior Leader
 - TC/SB Coordinator (formal or informal role)
 - Nurse leader
 - Rehab therapy representative
- Additional if available
 - Respiratory therapy representative
 - Discharge planner/social services (if not TC/SB Coordinator)
 - Physician/provider
 - Others locally determined

Topics

- Current and projected TC/SB admissions and discharges in next 24-48 hours, as well as acute care situation
- New patient needs, risks, and unique adjustments to plans of care for the current day
- Optimal team care staffing and clinical space use for next 24 hours, and projections for next several days (ensure care for more challenging patients is provided by/supervised closely by most experienced staff)
- Supply and equipment needs for TC/SB patients
- Patient and staff safety concerns
- New operational or regulatory changes regarding care of TC/SB patients
- Other key leadership communication for the TC/SB team