

MED-SURG UNIT SAFETY HUDDLE CHECKLIST

Start-of-Shift Team Briefing - Day | Evening | Night

1. Staffing & Workload

- ☐ Staffing adequate for shift
- ☐ Float staff or students identified
- ☐ Breaks and coverage discussed

2. Patient Safety Risks

- ☐ Falls risk patients identified and communicated
- ☐ Restraints in use (physical or chemical)
- ☐ Isolation or precautions in place (Contact, Droplet, etc.)
- ☐ Patients at risk of elopement
- ☐ Complex discharges or transfers today

3. Medications & Equipment

- ☐ High-alert medications reviewed
- ☐ Code cart, oxygen, and suction checked
- ☐ IV pumps functioning properly
- ☐ Special protocols (PCA, insulin, etc.) reviewed

4. Safety & Communication

- ☐ Recent incidents or near misses shared
- ☐ Critical labs/imaging follow-ups discussed
- ☐ Family/patient concerns flagged
- ☐ Safety or QI reminders shared

5. Announcements & Education

- ☐ New or updated policies
- ☐ Upcoming education or skills refreshers
- ☐ Unit events, audits, or surveys

6. Safety Moment (Optional)

MED-SURG UNIT SAFETY HUDDLE CHECKLIST

Start-of-Shift Team Briefing - Day | Evening | Night

7. Additional Notes / Concerns Raised
