

# Briefing & debriefing; your essential guide

## What is a briefing?

Short gatherings of any duration, of event or time that involves working as a team. They don't have to be 'a call for action' but can be used to:

- introduce everyone to each other – really important if the team individuals are different every day
- review the tasks, activities and time ahead
- check who is doing what and when
- encourage anyone to speak up before anything starts
- It can take as little as 30 seconds to conduct a briefing and should be no longer than 15 minutes.

## A briefing is best complimented by a debriefing at the end;

They both work well if people understand that individuals behave differently but these different roles or behaviours should be valued, respected and are all equally important:

### Speakers / extroverts;

those who like to speak and share their concerns outwardly. Allow them to explore and talk things out, let them dive right in and let them shine.

### Suggest...

ask the 'speaker' to use a framework for ensuring they get all the information across as quickly as possible using tools like SBARR (situation, background, assessment, recommendation and response) . This may prevent the speaker from dominating the brief or debrief ,and keep them focused.

### Active listeners;

those that like to listen but also ask questions (on the extrovert/introvert cusp)

### Suggest...

using these individuals to respectfully ask clarifying and open questions to help everyone's understanding

### Observer / introverts;

those that like to listen in silence – respect their need for privacy and never embarrass them in public. Let them first observe and give them time to think (don't demand answers). Don't interrupt them when they do speak.

### Suggest...

they pay attention to their thoughts and feelings and if they do not feel they understand what the speaker is saying or the active listener has failed to clarify – ask them to consider pointing out at the end what has been missed or what is absent from what people need to do – give them notice of this and set this out at the beginning so that they can have time to think and gather their thoughts by the end

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## Brief Checklist

During the brief, the team should address the following questions:

- \_\_\_ Who is on the team? introductions by first name
- \_\_\_ Do all members understand and agree upon goals or aims and objectives?
- \_\_\_ Are roles and responsibilities understood? what are we all doing
- \_\_\_ What is our plan of care or the plan for the shift / day / clinic or session?
- \_\_\_ What staff do we have available throughout the shift / clinic / session?
- \_\_\_ How is the workload shared among team members?
- \_\_\_ What resources / equipment / devices / drugs are needed and available?
- \_\_\_ What can we anticipate could go wrong? how will we try to mitigate against that?

## Debrief Checklist

The team should address the following questions during a debrief:

- \_\_\_ Was communication clear?
- \_\_\_ Were roles and responsibilities understood?
- \_\_\_ Was situation awareness maintained?
- \_\_\_ Was workload distribution equitable?
- \_\_\_ Was task assistance requested or offered?
- \_\_\_ Were errors made or avoided?
- \_\_\_ Were resources available?
- \_\_\_ What went well?
- \_\_\_ What should improve?