

Guideline number	<b>57.007A</b>	Version	<b>2.0</b>
Title	<b>Team Huddle Guidance and Summary</b>		

**Summary Template**

<b>Date:</b>		<b>Team</b>	
<b>Attendees</b>			
<b>Apologies</b>			
<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>	
<b>1.</b>	<b>Forthcoming week's appointments</b>		
<b>2.</b>	<b>Review staffing</b>		
<b>3.</b>	<b>Communication</b>		
<b>4.</b>	<b>Health &amp; Safety and Infection Control</b>		
<b>5.</b>	<b>Education &amp; Quality</b>		
<b>6.</b>	<b>AOCB</b>		

**Guidance**

1. Review/risk assessment of forthcoming weeks' appointments
  - Review Team calendar on Outlook and EDGE.
  - Review study visits, highlight early phase study, first or second infusions, documenting risk mitigation in place.
  - Concerns regarding lack of resource and cover should be escalated to GCRF Senior Management.
2. Review staffing
  - Consider absences for annual leave/study leave/other leave/amended work pattern/day off/investigator meeting.
  - Skill mix/junior staff/students/HCSW.
3. Communication
  - Anything relevant to the team, e.g. information by email/SCT meetings/Operational group meetings/Core/Team brief.
  - Local information relevant to the team and any new processes.

## Glasgow Clinical Trials Unit Guideline

4. Health & Safety and Infection Control
  - Highlight any issues in these areas/audit findings/actions/datix
5. Education & Quality
  - Highlight any updates from E&Q e.g. training opportunities/study days/conferences.
  - Quality updates e.g. new SOP's/audit findings/quality issues.
6. AOB
  - Encourage feedback and participation from team.
  - Answer any queries and questions raised.

### Guideline signatories

Prepared by	Karen Duffy	
Signature		Date
Approved by	Lynn Prentice	
Signature		Date

### Document history

Version	Date	Description
1.0	18/04/2018	First creation
2.0	18/08/2023	Update to GCTU Guidance Template v1.0 Add summary discussion template

This Guideline is a controlled document. The current version can be viewed on the GCTU website.  
Any copy reproduced from the website may not, at time of reading, be the current version.