

Glasgow Clinical Trials Unit Guideline

Guideline Number	57.007A	Version	3.0
Title	Team Huddle Guidance and Summary		

Summary Template

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

Guidance

Chair

- Team huddles should be held at least every fortnight and will be chaired by Senior Research Nurses or Research Nurse Manager on a rota basis.

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 raised to the Research Nurse Manager in the first instance and escalated to GCRF Senior Management if required.

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.

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- Any concerns regarding staff cover or skill mix should be raised to the Research Nurse Manager in the first instance and escalated to GCRF Senior Management if required.
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.
 4. Health & Safety and Infection Control
 - Highlight any issues in these areas/audit findings/actions/Datix
 - Any concerns regarding health & safety or infection control should be raised to the Research Nurse Manager in the first instance and escalated to GCRF Senior Management if required.
 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.

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Guideline signatories

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Document history

Version	Date	Description	Retrospective Implementation
1.0	18/04/2018	First creation	No
2.0	18/08/2023	Update to GCTU Guidance Template v1.0 Add summary discussion template	No
3.0	27/10/2026	Change of prepared by Addition of huddle being chaired by senior research nurse or research nurse manager and clarification of escalation route. Update to R&I GUI template V1.0	No

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