

Guideline number	57.007C	Version	1.0
Title	Adverse incidents- Huddle Guidance and Summary		

Summary Template

Date:		Team	
Attendees			
Apologies			
ITEM	DISCUSSION	ACTION	
1.	Alert management team to any adverse incidents (e.g. weather warnings) and monitor local updates regularly (e.g. via core brief communications)		
2.	Review forthcoming appointments scheduled for day/ time of potential disruption		
3.	Review staffing		
4.	Health & Safety and well-being		
5.	Communication		
6.	AOCB		
7.	Date / time of next meeting		

In the event of an adverse incident, it is crucial for clinical research staff to follow the guidelines set by NHS Greater Glasgow and Clyde (NHS GG&C) to ensure safety and continuity of essential services.

Guidance

1. At first indication of an adverse incident a meeting should be arranged with research nurse managers / team leads
 - Communication requires to be disseminated to all staff alerting them of the potential adverse incident
2. Review/risk assess of forthcoming appointments scheduled for day/ time of potential disruption
 - Research Nurse Managers / Team Leads review Team calendars on Outlook and EDGE
 - Review study visits, inform participants about potential disruption and explore if an alternative visit date /time can safely be arranged within protocol defined visit windows, discuss with PI and document risk mitigation as appropriate
 - Review any scheduled external visits (e.g. monitoring visits), informing sponsors and collaborators of potential disruption, arranging for these to be rescheduled

3. Review staffing
 - Research Nurse Managers / Team Leads to review / consider travel arrangements for staff
 - Research Nurse Managers / Team Leads to consider working from another location / work from home options and confirm with staff members
 - For any visits which are unable to be rescheduled due to safety concerns, it is essential to ensure safe staffing levels based on the clinical risk assessment for each study (Form 17.048A)
4. Health & Safety and wellbeing
 - Highlight any issues in these areas
5. Communication
 - Update Contact Information: Ensure all staff have updated personal contact information for rapid communication in the event of days off, annual leave and sick leave where the staff member is expected to return during the adverse incident
 - Confirm email / verbal communication to be disseminated to wider team
 - Conduct regular check-ins research nurse managers / team lead to monitor changes in situations, arranging further meetings as required.
 - Ensure communication of rescheduled visits to enable assessment of skill mix that is required within the department during the adverse incident
6. AOB
 - Encourage feedback and participation from team.
 - Answer any queries and questions raised.
 - Set date / time of next meeting as required
7. Post Event Review
 - After the adverse incident has passed, review the effectiveness of the response actions taken
 - Make necessary adjustments based on the review findings

Guideline signatories

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Document history

Version	Date	Description	Retrospective Implementation
1.0	27/10/2026	First release	No

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