



Co-Lead

ABOUT THIS MODULE



SAFETY PAUSE HUDDLE

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What is the goal of this module?

This module will familiarise team members with the safety pause, which aims to improve safety following clinical handovers, with the goal of adopting it for use in everyday practice.

What is the collective leadership focus of this module?

- **Cooperation and coordination between members**
- **Engagement of all team members**

What areas of team behaviour does this module focus on?

- **Enhanced collaboration**
- **Coordination and effective team working**
- **Cross-monitoring**

Who is this module for?

This module is suitable for all team members whose everyday practice involves clinical handovers.



What is the patient safety impact of this module?

The Safety Pause is a nationally-recommended tool to improve clinical handover that provides space for staff to highlight any current safety issues.¹ This allows them to be proactive in addressing any safety challenges that might occur in everyday practice.

References

1. National Clinical Effectiveness Committee, National Clinical Guideline No. 11: Clinical Handover in Acute and Children's Hospital Services. 2015. Department of Health.



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SESSION OUTLINE



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SESSION OVERVIEW

- Purpose:** To familiarize team members with the Safety Pause - a nationally recommended tool to improve clinical handover.
- Timing:** 60 min.
- Setup:** Information > Group exercise > Group Feedback > Feedback
- Outcomes:** The team will decide on important safety issues to include, how they will use the Safety Pause in everyday practice, and allocate individuals to be responsible for implementing the Safety Pause.
- Facilitators:** 1-2 team members to facilitate; 1 team member to act as flipchart scribe to record ideas, discussion points, and outputs.

ADVANCE PREPARATION

- Equipment:** Flipcharts, markers, pens, paper, post-it notes.
- Materials:** Printed copies of the safety pause tool and outcomes template.
- Room:** Configure for round table discussion or small groups for larger teams.
- Attendees:** If some team members cannot attend due to geographic location, they may participate remotely via teleconference. In such cases, session materials should be shared in advance via email.



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START OF SESSION

1) Introduction (5 min.)

Welcome and re-cap on Co-Lead (aims, sharing of leadership across team, etc.), giving introductions if new people in attendance, and update the team on goal progress.

Highlight the relevance of today's topic - the Safety Pause is a nationally recommended tool to improve clinical handover. It provides an opportunity for staff to pause and highlight safety issues which may assist them in being proactive about the challenges they face in providing safe high-quality care for patients (National Clinical Effectiveness Committee, Department of Health, 2013). By using the Safety Pause tool during a multidisciplinary huddle it can enhance open communication among team members highlighting the current situation on the ward.

Note the aim of the session - by using a more structured approach to identify safety concerns the team can proactively anticipate any risks to the quality of patient care, and prioritise and plan actions based on patient need and available resources.

The team will decide how they will use the safety pause huddle in everyday practice.



2) Icebreaker (5 min.)

Facilitators should ask each team member to come up with one word to describe communication on the team. Go around the room and let each person say their one word.

Note: The same word cannot be used twice.

3) Learning about the safety pause (10 min.)

Distribute the handout on the Safety Pause.

Facilitators should discuss how the Safety Pause is associated with the Risk element of ISBAR₃ (Identify, Situation, Background, Assessment, Recommendation, Read-back, Risk). If the team requires further information, see the COMMUNICATING AT SAFETY-CRITICAL MOMENTS module. Discuss with the team how this tool provides staff with a method of highlighting safety issues by asking the question; "what patient safety issues do we need to be aware of today?" Outline the four "P"s that staff should be aware of (patients, professionals, processes, patterns).

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4) Group exercise (10 min.)

Ask team members to take a minute of personal reflection and using the 4 "P"s outlined above, compile a list of patient safety issues that they have to be aware of day to day (e.g. 2 patients with similar names in the same room, shortage of staff/ agency staff on duty).

Following personal reflection, if possible, create sub-groups that are multi-disciplinary. Ask team members to compare their lists of safety related concerns.

5) Group feedback (25 min.)

Facilitators should lead a group discussion and ask each subgroup to feedback what they have discussed (any similarities/differences acknowledged?).

Facilitators should use the additional prompts below to help generate further discussion about the Safety Pause and the development of a multidisciplinary Safety Pause Huddle:

- Is the Safety Pause tool something we can use as a team?
- Who will be involved in and who will be responsible for the Safety Pause huddle?
- When and where will the Safety Pause huddle take place?
- How will we ensure all team members are aware of the Safety Pause huddle?
- How can we evaluate the Safety Pause huddle?

Note: One facilitator should record the team's answers using the template provided.

6) Close of session (5 min.)

Give brief feedback on the session. Notes can be collected and collated by one individual to maintain record of discussion.





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HANDOUTS



SAFETY PAUSE HUDDLE



QUESTION	AGREED BY THE TEAM
What patient safety issues do we need to be aware of day-to-day?	
Is the Safety Pause tool something we can use as a team?	
Who will be involved in and who will be responsible for the Safety Pause huddle?	
When and where will the Safety Pause huddle take place?	
How will we ensure all team members are aware of the Safety Pause huddle?	
How can we evaluate the Safety Pause huddle?	