

NURSING SHARED GOVERNANCE

TEAM ACTIVITY: TEAM HUDDLE

*Following the instructions in the gray box, work as a “table-team” to post PINS and conduct a huddle.*

**What is a huddle?**

Huddles are team meetings conducted at least weekly at the Team Board. They are intentionally brief to accommodate busy teams (5-15 minutes at most).

Teams can establish a designated day and time to huddle, or flexibly huddle based on maximum team availability.

Over the next year, teams will explore what works/what doesn't to customize a huddle practice to meet their needs.

**Huddles are led by Team Chairs.**

Team Chairs have up to 8 hours per month off-unit time to conduct work associated with Nursing Shared Governance.

**Are huddles evidence-based?**

Huddles have been shown to improve patient safety, increase individual and collective accountability, coordination, and facilitate immediate face-to-face clarification of issues, resulting in fewer interruptions during the rest of the workday. They foster a culture of empowerment and collaboration in healthcare teams.

**Step 1: Post your PINS**

*Use the sticky notes provided (no talking).*

1. Each person identifies one **problem, idea, need, or suggestion** commonly heard in your day-today work.
2. Write it on a sticky note, put your name on the back, and post it on your Team Board in the “Post PINS” section.

**Step 2: Huddle as a team**

*When everyone has posted, gather around your Team Board:*

1. One person read each of the PINS aloud.
2. Anyone can ask questions to clarify.
3. As a group, rank each of the PINS in order of complexity using the following level 1-4 (L1-L4) criteria:

**L1: Just Do It** – easy to fix, within our control, straightforward solution.

**L2: Plan Do Study Act (PDSA)** – some complexity, but manageable; will require testing a suggested change to gather data for improvement.

**L3: Complex** – high complexity, high effort, requires a cross-functional team and significant resources.

**L4: System** – PINS outside team control (e.g., parking), or require an innovative or research-based solution.

4. After ranking, move to “In-Progress” and sort into piles of L1, L2, L3, and L4 PINS.
5. Write the number of PINS in each L1-L4 category in the “Updates” section.

*Return to your table when finished.*