

Debriefing Template - Outline

1. Preparation
 - a. Find a confidential and private location for the debrief
 - b. Have the code sheet available, if applicable for reference
 - c. Invite all involved staff to voluntarily join the debrief
2. Introduction and shared mental model
 - a. Review the clinical events
 - b. Establish a shared mental model of what happened
3. What went well, and what did not? (Plus/Delta)
 - a. Did the team follow established guidelines and protocols? If not, why?
 - b. Were there any technical, equipment, or procedural issues? If so, what?
 - c. Discuss 2-3 behavioral skills relevant to the situation. How was team performance in these areas?

Team Behaviors

Anticipation and Planning	Clear roles
Communication	Constructive intervention
Decision making	Delegation
Knowing one's limitations	Knowledge sharing
Leadership	Mutual respect
Situational awareness	

4. If applicable to the situation: discuss emotional and psychological issues.
 - a. Resources for additional emotional debriefing:
 - i. RISE peer network (1:1)
 - ii. Employee Assistant Program (1:1)
 - iii. CISM team debrief (teams)
5. What will the team do differently next time?
 - a. Discuss changes in team performance that will be implemented in the future, based on discussion.
 - b. Identify the individual(s) responsible to follow up.
6. Follow up issues?
 - a. Record issues to be followed up later.
7. Conclusion
 - a. Thank you

Debriefing Template – Sample Wording

Introduction and shared mental model

“We are going to do a quick debrief of that event. It should take only a few minutes. The goal is to improve our performance as a team and the care we provide. Let’s start with a description of the key clinical events.”

“Our goal is to improve how we work together and care for our patients.”

“As a team, we want to understand how we can support the best performance.”

What went well, and what did not? (Plus/Delta)

“Okay team, let’s talk about our performance. What went well, and what didn’t go so well?”

“How do you see it? What were your thoughts at the time?”

If applicable to the situation: is anyone experiencing emotional or psychological issues?

“Is there anything about this event that concerns you?”

“We are fortunate to have resources to help team members deal with tough emotions after stressful events. Does the team feel that we would benefit from a larger debrief session? We also have resources for individuals for one-on-one debriefing I can provide if needed.”

What will the team do differently next time?

“How can we do better next time?”

“I was concerned/worried…”

“What strategies do you see that would be helpful going forward?”

Follow up issues?

“What issues, if any, should be deferred for a more in depth discussion at a later time?”

“What are the key take-aways from our discussion?”

“The key points for this case are…”

Conclusion

“Thank you for taking the time to participate in this debriefing.”