

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 weekly (if possible) at the Team Board. They are 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.

As you progress, you will explore what works/what doesn't to customize a huddle practice to meet your 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 observed in their day-to-day work.
2. Each person then writes it on a sticky note, puts their name on the back, and posts it on the Team Board in the "Post PINS" section.

Step 2: Huddle as a team

When everyone has posted, gather around the board:

1. Ask 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 Levels 1-4 (L1-L4):

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.

L3L: Local Complex Problem – high complexity, high effort, requires a cross-functional team and significant resources, but can be managed at the local level.

L3A: Advance Complex Problem – high complexity, high effort, will require support, advocacy, and/or resources from the Coordinating Council via [Empower U](#).

L4: System – PINS that fall outside the decision-making power of the Department of Nursing (e.g., parking, human resources issues).

4. After ranking, move to "In-Progress" and sort into piles of L1, L2, L3L/L3A, and L4 PINS.
5. Write the number of PINS in each L1-L4 category in the "Updates" section.

Return to your table when finished.