# Overview

**Communication and Teamwork Defined**

* Slides 4-11

**Improving Surgical Team Communication With Briefings\***

* Slides 12-17
* Example Briefing\* (2 min 14)

**Improving Surgical Team Communication With Debriefings**\*

* Slides 18-25
* Example Debriefing\* (1 min 24)

**The Surgical Checklist as a Communication and Teamwork Tool**

* Slides 26-32

**Customizing the Surgical Checklist\***

* Slides 33-41
* Tabletop Simulation Part One\* (5 min)
* Tabletop Simulation Part Two\* (3 min)

**Speaking Up Using Structured Language†**

* Slides 42-47
* Example of Speaking Up+ (1 min 17)

**Closed Loop Communication**†

* Slides 48-52
* Example of Closed-Loop Communication+ (46 sec)

**Tools**

* Slide 53

\*Video

†Audio

# Clip art of tabletop simulation15-Minute Meeting Suggested Activities

Toolkit materials are designed to be modified and customized. If you do not have time for the complete presentation, here are suggestions for time-conscious ways to use this module. Feel free to use these suggestions or come up with your own approach to implementing the module.

### Topic: Communication and Teamwork Defined

Method: Present slides 4-11 in a meeting using the facilitator notes.

Materials: Slides 4-11

Audience: All employees

### Topic: Improving Surgical Team Communication With Debriefings and Briefings

Method: Hand out slides 12-25 and facilitator notes before meeting and ask all attendees to review them. In the meeting, watch the briefing and debriefing videos. Discuss the slides and videos.

Materials: Slides 12-25, Example Briefing and Debriefing videos

Audience: Surgeons, anesthesia, scrub nurses, circulating nurses, nurse manager

### Topic: The Surgical Checklist as a Communication and Teamwork Tool

Method: Present slides 26-32 in a meeting using the facilitator notes.

Materials: Slides 26-32, examples of checklists

Audience: Administration, surgeons, anesthesia, all nurses

### Topic: Customizing the Surgical Checklist

Method: Hand out slides 33-41 and facilitator notes before meeting and ask all attendees to review them and prepare checklist ideas. Use the meeting time to customize a pre-existing checklist or create a new one.

Materials: Slides 33-41, examples of checklists

Audience: Administration, surgeons, all nurses

### Topic: Customizing the Surgical Checklist

Method: Handout slides 33-41, facilitator notes, and a checklist drafted for your facility. Ask all attendees to review them during the first 5 minutes of the meeting. Use the meeting time to watch the tabletop simulation video and discuss the video and the use of a tabletop simulation to refine your checklist.

Materials: Slides 33-41, Tabletop Simulation video, checklist

Audience: Administration, surgeons, anesthesia, all nurses

### Topic: Speaking Up Using Structured Language

Method: Present slides 42-47 in a team meeting using the facilitator notes. Listen to the Example of Speaking Up audio. Use remaining time to role play, implementing the techniques covered in this section.

Materials: Slides 42-47, Example of Speaking Up audio, CUS technique

Audience: All employees in operating, procedure, and recovery rooms

### Topic: Closed-Loop Communication

Method: Present slides 48-51 in a team meeting using the facilitator notes. Listen to the closed-loop communication example. Use remaining time to role play, implementing the technique covered in this section.

Materials: Slides 48-51, Example of Closed-Loop Communication audio

Audience: All employees in operating, procedure, and recovery rooms

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