

15 Minutes: Daily Huddle Process and Technology to make it happen

Objectives: Standard format on content and tools for daily CARE huddle relevant to all locations. Facilitate care team coordination of care, streamline communication, support daily worklists, eliminate disparate communication content and vehicles.

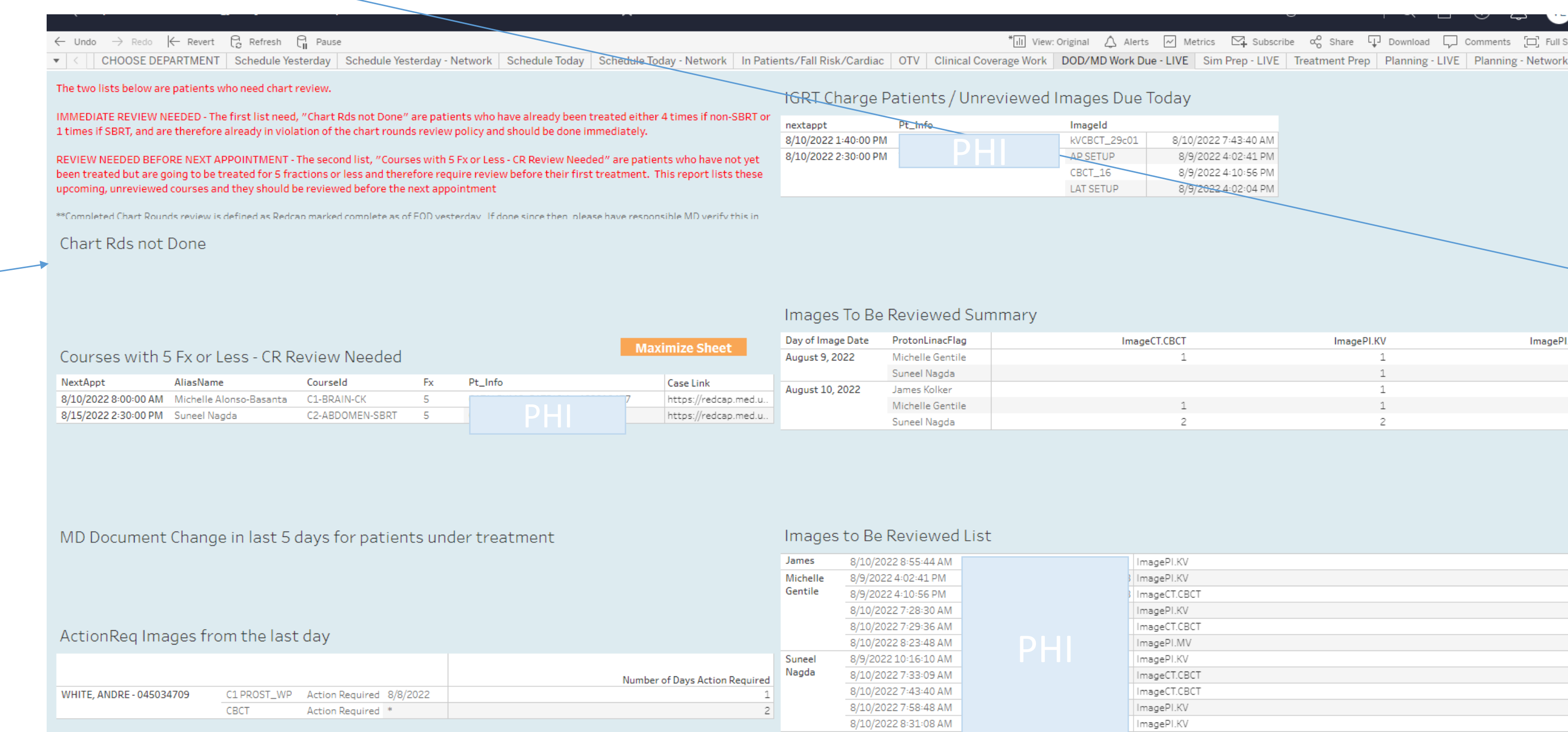
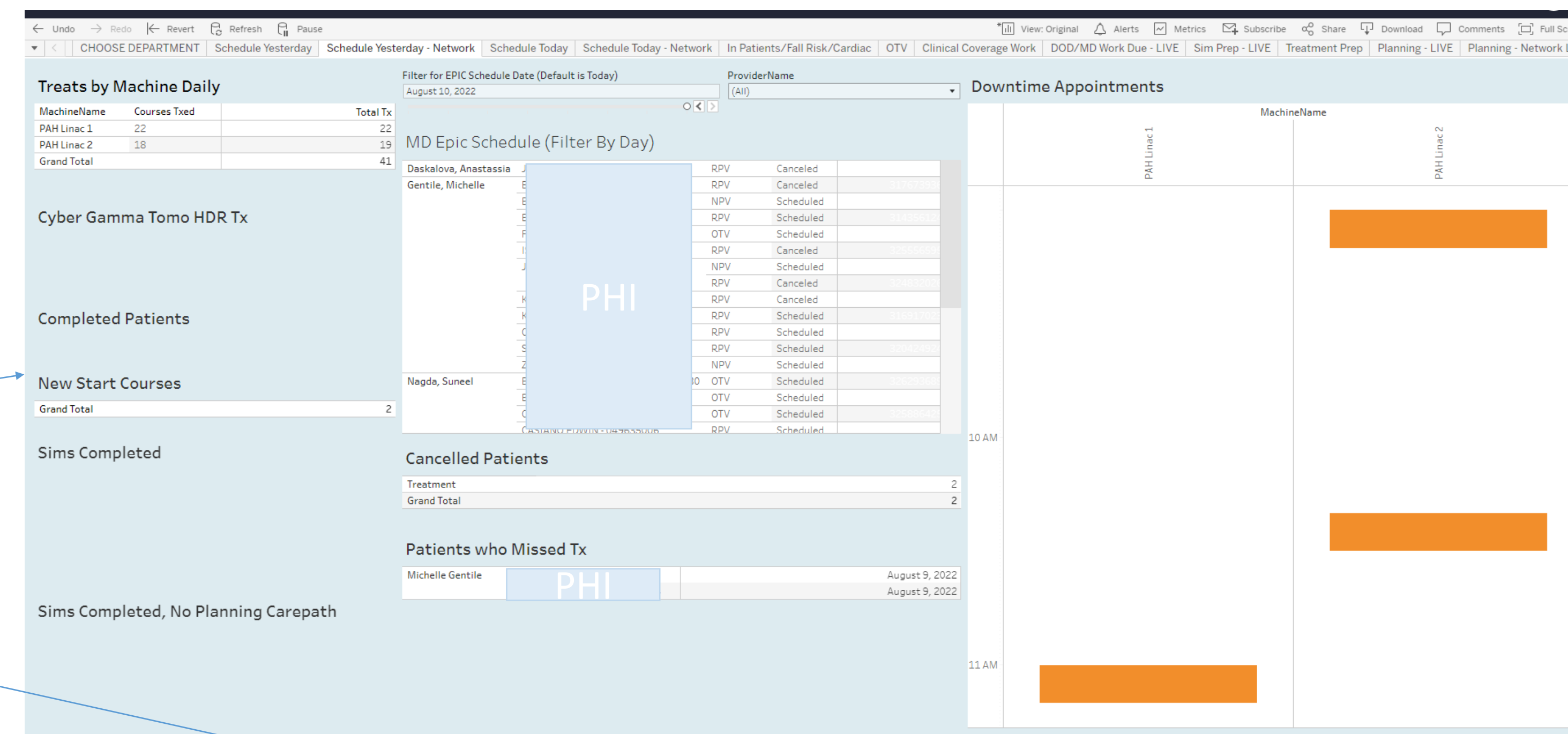
Who Participates: MD, CRNP, RN, Physicists, CMD, RTT, Schedulers, Financial Service Reps, Operations Leaders

11 Locations with Treatments per day of: Main campus =200-250, Mid-size campuses =50-100, Community based campuses = 25-50.

When & What: 15 Min Meeting at the start of the day (7-9am, by location) in which all dashboard content is reviewed by all attendees with follow-up initiated.

Components

- Yesterday:** # Tx, Completed, New Starts, Sims, NPV, RPV, OTV, Missed Tx, Cancelled, Machine downtime.
- Today:** Scheduled Sims, Setups, Starts, Tx; Cancelled; MD schedule
- Acuity:** Inpatients, Cardiac Devices, Falls Risks
- OTV:** Short course OTV today, Cancelled/no show last 3 days, Count by provider
- MD Coverage:** Out of Clinic; Schedule for Sim, Brachy, GA, Inpatient
- MD Work Due:** Chart Rounds Review, Image Review, Review of 5 FX or Less
- Sim Prep:** Consent, Journal, Instructions, DX Code, Cardiac Device, Downtime Contingency, Insurance Auth status
- TX Prep:** Journal, MD Plan Approve, Physics Treat Approve
- Planning:** MD Tasks Due and Overdue, Dosi Plan task status
- Transfers:** Inbound and Outbound by location, status of handoff
- Schedule Trends:** Treated Courses, Downtime History (Reference)
- Schedule Openings by Modality (Reference)**



Resources to Support it

- Data sources from Epic and Aria
- User experts to define the essential data
- Technology and Data experts to pull the data together
- Presentation vehicle: Tableau
- Availability: Dashboard available 24x7
- In-Person and MS Teams gathering
- Leadership support

