Debrief

The Debrief is an opportunity to confirm the recording of incidents and near misses to ensure that information is input in a timely manner to improve data quality and accuracy of reporting.

All elective major procedure sessions should end with a Debrief. A Debrief is encouraged if feasible after emergency cases. Although it is sometimes logistically difficult to arrange, the Debrief allows the team to provide feedback and take actions on the session before facts are forgotten. This feedback can be used to improve future work and should thus be prioritised.

- Debrief should occur on a case-by-case basis during emergency sessions or one-off minor procedures: a flexible approach is needed when the composition of the team is constantly changing.
- Debrief also applies to minor procedure sessions: local modifications as necessary should be encouraged to make it practical and useful for individual areas.
- Points of interest should be captured during the session to ensure they are not forgotten at the end: issues should be identified during the list and captured for summary and discussion at the end.
- Dedicated time: job plans, scheduling and working patterns should allow and oblige staff to participate in Debrief.
- Involve the whole team: every member of the procedural team should be encouraged to take part and offer suggestions for future improvement.
- Key elements to discuss:
  - Things that went well
  - Problems identified and plans to address these
  - Areas for improvement
  - Maintain a debrief action log: problems identified; action taking place to resolve the issue; named member of staff leading on the action, timeframe for action
  - Share and learn from themes in the Debrief: these should be openly available
  - and shared with the wider procedural team. Local governance processes must ensure that any issues identified lead to learning and improvement
- If there are further debrief is needed the After Action Review (AAR) model can be considered to help team learning.[97][98]

Please see the 'Performance Indicators NatSSIPs'