

## In Office Emergency Debrief Summary

Before the debrief is initiated, we recognize that:

- In office emergencies are an expected part of patient care
- Review of these events is essential for ongoing quality improvement and optimization of patient care (this is not a blaming session)
- Events will be reviewed by participating team members as soon as possible (ideally same day)
- Participation is welcome but not compulsory
- To ensure that responding staff feel supported and safe, all participants agree to maintain confidentiality of the contents of this review
- No identifying patient information will be associated with debriefing documentation

STOP Debrief:

*(Modeled after Edinburgh ED STOP-5 Debrief Model)*

**S – Summarize the case**

**T – Things that went well**

**O – Opportunities to improve**

**P – Points to action and responsibilities**

Date		
Name	Role	Signature

Debrief Summary V1.3 Dr. V. E. Cook

Last updated: February 26, 2022

Modified from Dr. Scott B. Cameron Post Emergency Care Office Debrief Form V1.0

*Note: This document is provided as an example. It is recommended that you review the available literature to determine the most appropriate management strategies for your practice.*

Action Item	Staff assigned	Completion date

Cart has been checked for all necessary supplies