



ACEP DEBRIEFING REFERENCE

- 1 SET UP:** Thank the team and ensure everyone is ready to begin.
- 2 GROUND RULES:** This will take 5 minutes, the purpose is to improve patient care, participation is welcomed but not mandatory, discussion is completely confidential, you may excuse yourself at any time.
- 3 INTRODUCTIONS:** Have each person introduces themselves by name, title and their role in the case.
- 4 SUMMARIZE THE CASE:** Keep it brief; less than 1 minute.
- 5 ASK THE GROUP:** *"What went well and what would we change to care for the next patient better?"*
- 6 DISCUSS:** Opportunities for improvement.
- 7 WRAP UP:** Thank the team and offer support to anyone experiencing an emotional response.

TIPS FOR SUCCESS

- The **main purpose** of a debrief is educational: learning from our experiences to care for the next patient better.
- **Anyone can lead** a group debrief, not just the team leader.
- **Invite everyone** involved in the case (RNs, techs, EMS).
- Start the debrief **within 15 minutes** after the event.
- **If the discussion strays**, refocus the group by emphasizing the purpose: this is about taking care of the next patient better - not to cast blame.
- **If a participant experiences a strong emotional response**, offer personal/professional support if available, allow individuals to take a short break to manage emotional responses, schedule private meetings to address specific interpersonal concerns.