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.
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.