

## Daily Team Meetings-Triage System

Here are some ideas you can consider to improve the efficiency of your daily team meetings:

- Set clear expectations for daily team meetings
- Define a specific start time and team attendance policy
- Determine who will prepare the daily rounding list
- Agree on a shared set of rounding tools
- Establish a formal triage system to use at every team meeting:

① **Must-see patients**

② **Patients to see after the “must see” patients if time permits**

③ **Not seen but still followed at least every three days**