After the Hard Case

A structured 10-minute team debrief following a difficult event.

A pause with purpose

Facilitator: set a calm tone, invite voluntary participation, and separate this supportive check-in from any required clinical or safety review.

Date / team / facilitator (no patient identifiers)

Minute 0–2 | Ground the room

- [ ] Confirm the group is in a suitable private space; participation is optional.
- [ ] Name the purpose: support, learning needs, and next steps—not blame.
- [ ] Avoid patient-identifying details; follow institutional confidentiality rules.

Minute 2–5 | Listen

What felt most difficult? (Optional reflections, no identifying details)

Minute 5–8 | Identify needs

What would help the team now: coverage, a break, information, follow-up?

Use this tool only where permitted by policy. It is not a substitute for reporting, incident review, formal peer support, or clinical assessment.

Close the Loop

Turn the debrief into supportive, accountable next steps.

Minute 8–10 | Agree and close

- [ ] Ask whether anyone needs a private follow-up or additional support.
- [ ] Assign an owner for systems or workflow concerns through approved channels.
- [ ] Thank participants without asking anyone to disclose more than they wish.

Immediate team needs and agreed actions

Action owner / due date / approved escalation route

Follow-up check-in / resources available (e.g., EAP, peer support)

If a team member may be at immediate risk, use your organization's emergency response pathway. Keep this worksheet free of patient identifiers and personnel health details.