Radiation Oncology – Morning Huddle

Date:

Staff Present: (We use first and last initials of all present.)

Notes:

Staffing update:

- (This is where we indicate staffing issues, coverage plans for vacation/sick calls.)

Scheduling:

- (Note number of SIMS/DI studies on PET.)
- (Indicate provider covering.)

Machines’ Status:

- (Indicate any issues with the machines, work needed/scheduled, upgrades to be installed, physics reports.)

Other Heads-up:

- (Organization updates.)

Quality Improvement:

- (Quality projects/status.)

Template example provided courtesy of Skagit Regional Health, Regional Cancer Care Center.