

Start-of-list briefing

1

Introductions

Ensure all team members are present and have introduced themselves

Indicate that debriefing will take place at the end of the list

2

List outline

Provide an overview of:

- The cases on the list
- Anticipated duration
- Any changes or modifications to list
- Any uncertainties, and identify ways of updating information during the day
- Any other patient information not already noted on the list/notes

3

Case events

Review the details for each case:

- Patient name
- Planned procedure
- Estimated duration

Surgical plan:

- Key points and any specific requirements not already identified
- Blood loss risk
- Potential difficulties and contingency plans
- Confirm specific equipment requirements

Anaesthetic plan:

- Type of anaesthetic
- Any issues or concerns
- Difficult airway or aspiration risk

Repeat Step 3 for every case

4

Staffing & questions

Confirm everyone is clear on their roles and responsibilities

Ask team if they have any questions or concerns