The Power of Preparation: The Huddle Process

The “Huddle,” a powerful tool in creating an effective donation process and optimal outcomes, is used successfully by many Organ Procurement Organizations (OPOs) and hospitals around the country.

Defining the Huddle

Sometimes huddles are utilized several times during the donation process. Below is a recommended strategy for successful huddles* that defines the objective of each huddle and a method for facilitating them efficiently by answering “When”, “Who”, “What”?

**Phase I: Donation Assessment Huddle**
**Objective:** To establish a clear plan of OPO involvement and ensure that the hospital team is both heard and informed.

**Phase II: Family Support Huddle**
**Objective:** To assist in the preparation of the approach.

**Phase III: Family Outcome Huddle**
**Objective:** To ensure that the hospital care team and OPO have a clear understanding of the family discussion outcome and to establish next steps in the donation process.

**When**
1. Initial Referral
2. Rounding on-site for referral follow-up

**Who**
1. Nurse
2. Attending MD
3. Consulting MDs
4. Unit Leadership
5. Supportive Staff

**What**
1. Hospital Care Plan
2. Donation Opportunities: Plan for following referral
3. Bridging Statements
4. CBIGs (Pre-Donor Support)
5. Prior to MD Conversation with Family:
   1. Identify who will be speaking with the family regarding the prognosis
   2. Identify the LNOK and decision maker
   3. Determine the location where the donation conversation will occur
   4. Remind not to mention donation during the prognosis discussion
   5. Provide bridging statements/transitioning language
   6. Discuss Family Advocate introductions

**When**
1. Prior to MD’s conversation with the family regarding prognosis
2. After MD’s conversation with the family regarding prognosis

**Who**
1. Nurse
2. MD
3. Support Staff
4. Unit Leadership

**What**
1. Outcome of donation discussion with the family
   a. Authorization obtained:
      I. Restrictions per family
      II. Family updates
      III. Nurse/Staff updates
   b. Authorization not obtained:
      I. Nurse
      II. MD – family wishes

1. After family decision for donation occurs

**When**
1. After family decision for donation occurs

**Who**
1. Nurse
2. Attending MD
3. Consulting MDs
4. Unit Leadership
5. Supportive Staff

**What**
1. Initial Referral
2. Rounding on-site for referral follow-up

**When**
1. After family decision for donation occurs

**Who**
1. Nurse
2. Attending MD
3. Consulting MDs
4. Unit Leadership
5. Supportive Staff

**What**
1. Outcome of donation discussion with the family
   a. Authorization obtained:
      I. Restrictions per family
      II. Family updates
      III. Nurse/Staff updates
   b. Authorization not obtained:
      I. Nurse
      II. MD – family wishes

*We thank LOPA for sharing their Huddle process, practices and guidance document.

The webinar presentation is available through the Alliance Academy:
https://organdonationalliance.org/alliance-academy/

Full huddle process guidance document and other family care resources available in the organ donation toolbox:
http://organdonationalliance.org/organ-donation-toolbox/

This inservice is also available on The Alliance blog:
http://organdonationalliance.org/education-corner-huddle-process/

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