

Team Immediate Meet Tea Trolley Training: 5-minute plan

1. Introduction – “This tea trolley training is all about the team looking out for each other after a potentially traumatic event. We’ve got the Team Immediate Meet (TIM) tool to show you today – this is a communication tool which helps teams run a 2 minute ‘hot debrief’ following a difficult event.” Provide examples with where this might be useful – e.g. cardiac arrest, death in theatre, major haemorrhage, sick child, life threatening anaphylaxis.
2. Hand out laminated copies of the TIM tool.
3. Discuss page 1 of TIM tool:
 - a. Explain that the first page of the TIM tool is designed to be read out and that this should take not more than 1-2 minutes.
 - b. Discuss the left-hand column: immediately after an event, stop and assemble the team and assign a leader
 - c. Discuss the middle column: summarise what happened in 1-2 minutes, and acknowledge that it is normal to be affected by the event. It is important to highlight that this tool is **not** designed to be used as a full debrief of learnings from the events (including technical skills).
 - d. Run through the right-hand column: emphasise the importance of writing down full names (ideally email addresses) of everyone involved immediately. This should then be emailed to the hospital TRiM team or other hospital system for following-up staff involved (e.g. clinical psychologists, Employee Assistance Programme etc).
4. Discuss page 2 of the TIM tool
 - a. Run through this, explaining that this is designed to be read when staff take a break in the coffee room.
5. Briefly show page 3, the TIM follow up list used in some hospitals to prompt staff to compile a list of all those involved to enable supportive follow up.
6. Orientate all staff to where the tool will be located (ideally in each theatre/outside each ICU bay, plus visible, frequently attended places e.g., coffee rooms, emergency folders, changing rooms and toilets).
7. Allow time for questions.
8. Thank you’s, feedback forms, collate a register of training attendees and provide your refreshments!