

## **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.*