Appendix B: Debriefing Tool

**DEBRIEFING TOOL**

Debriefing should identify performance gaps based on the checklist tool and other observations of the leader and team members. The focus should be on understanding why the leader acted in a certain way, so errors in thinking can be corrected. Constructive criticism and positive feedback is encouraged.

The code leader, or instructor if present, should lead the debriefing, and the rest of the team should be active participants – much can be learned from watching and discussing the performance of others. Use the structure below and supporting materials provided (checklists, algorithms, tips/teaching points, video, chapter from ACLS book, internet etc.).

STEPS:

* GATHER
  + Leader provides narrative about what happened and gets input from others
    - Describe events from your perspective.
    - What did you do well? not so well?
    - What did the team do well? not so well?
* ANALYZE
  + Reflect on and analyze why certain actions were performed/omitted
  + Consider
    - What were you thinking when you decided to do ….?
    - Why do you think … occurred?
* SUMMARIZE
  + Identify what went well and why.
  + Identify what can be improved in future.
  + What needs to be done to achieve the minimum passing score?