



## **'Team Talk' White Board for Communication & Continuous Improvement**

**Why:** To capture your ideas and improve communication!

What do I write? Any issues, ideas, updates, reminders for your ward

**When?** Add to the board anytime! All available staff gather around it once a week to discuss what is on it and record the discussion and actions in the **'Team Talk' Communication Book**. Then wipe clean for the next week!

**Who?** Everyone in the Multi Disciplinary Team can contribute by adding to the board and attending the 'Team Talk' white board meetings.

**Where does the information go?** All staff can read the Communication Book for updates. Any actions will be documented for follow up (with names) and these will be discussed at the next weekly 'Team Talk' white board meeting, and your Monthly Team Meeting. Ideas and suggestions from your team meetings will be sent to the Divisional Meeting. Feedback from the Divisional Meeting will be fed back to the team meetings.