NORTH WEST
MATERNAL
MEDICINE NETWORK

Lancashire & South Cumbria
Cheshire & Merseyside
Greater Manchester



7 minute briefing in Maternity Care

A 7-Minute Briefing is a concise, structured presentation tool used to quickly share important information with healthcare staff, often in response to incidents. It is widely used in the NHS, including maternity care, to ensure that essential learning from incidents is communicated efficiently and effectively.

We would like to express our sincere thanks to Manchester Safeguarding Partnerships for generously sharing this valuable learning tool. Additional examples of seven-minute briefings can be accessed via their website: Manchester Safeguarding Partnership – Seven Minute Briefings

We encourage you to use this tool to support post-incident reviews and promote shared learning within your maternity care team.

Purpose of a 7-Minute Briefing in Maternity Care

The aim of 7 minute briefings are to share the background, context and learning from patient safety events. Research tells us that seven minutes is an appropriate amount of time for people to be able to concentrate on what they are reading and digest the learning. They are also a great way for leaders and teams to;

Promote Awareness and Learning
To inform staff about what happened, why it happened, and how similar incidents can be prevented in the future.

Support Continuous Improvement
Provide actionable steps and reinforce safe practices across the maternity unit.

Enhance Communication
Ensure clear, consistent messages reach all members of the team, from midwives to obstetricians, within a short and manageable time frame.

Structure of a 7-Minute Briefing

The briefing is divided into seven key sections, each typically discussed within one minute.

1 Introduction

- State the purpose of the briefing and why the incident is significant.
- Set the context, explaining the importance of understanding and learning from the event.

2 The Incident Overview

- Provide a factual, concise description of what happened, including key details such as the date, time, and setting.
- Avoid unnecessary medical jargon to ensure clarity for all staff.

3 Immediate Actions Taken

- Outline what steps were taken to manage the incident and ensure the safety of the mother, baby, and staff.
- Mention any emergency interventions or measures implemented immediately.

4 Investigation Summary

- Summarize the investigation process, including who was involved and how it was conducted.
- Highlight the findings, especially any identified root causes or contributing factors.

5 Learning Points

- Emphasize the main lessons learned from the incident.
- Focus on system failures or issues that can be improved, rather than blaming individuals.

6 Action Plan

- Describe the steps being taken or planned to prevent a recurrence.
- This could include changes to protocols, new training sessions, or the introduction of safety checklists.
- Specify who is responsible for implementing these changes and the timeline.

7 Next Steps and Reflection

- Encourage staff to reflect on the briefing and consider how it relates to their practice.
- Provide details on where they can find additional information or support if needed.
- Reiterate the importance of speaking up about concerns and participating in continuous quality improvement.

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Delivery of the Briefing

- Format: The briefing is typically delivered in person during handovers, team meetings, or via virtual platforms, and it may also be circulated as a short written summary.
- Engagement: Staff are encouraged to ask questions or discuss how the learning points might apply to their work, promoting a culture of openness and shared responsibility.

Benefits of a 7-Minute Briefing in Maternity Care

- Time-Efficient: Fits easily into busy schedules while still delivering crucial safety information.
- Consistent Communication: Ensures that all members of the maternity team receive the same information, reducing misunderstandings.
- Focus on Prevention: Helps the team understand how to improve practices and safeguards to protect mothers and babies in the future.

In summary, a 7-Minute Briefing in maternity care is a powerful tool to quickly disseminate lessons from incidents, emphasize critical safety measures, and foster a proactive, learning-focused environment.

