

**Practice Meeting Cadence**

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| **Day** | **Task** | **Responsibility** | **Additional Notes** |
| **Daily** | Morning Huddle – See agenda for details | **Reception team to prepare agenda the day before** | **All Team to be present** |
| **Weekly** | Team Leaders’ meeting to discuss practice running, team involvement and individual issues. Meeting to be chaired by business manager. | **Business Manager Reception Lead**  **Lead Dental Nurse**  **Compliance Manager**  **Lead TCO** |  |
| **Monthly** | Practice Meeting – CQC Meeting. Monthly meeting of the whole practice to go through compliance. Follow CQC structure. | **All Team** | **Lead by Business Manager or Compliance manager** |
| **Quarterly** | Clinicians’ meeting, agenda to be prepared by the clinical lead and Business Manager to attend to take notes and give business update. One clinician to present clinical case on rotation. | **All clinicians**  **Business Manager**  **Business Owner** | **To be lead by the business owner** |