

HALT 2020 Campaign; The How-To Guide

The steps listed below are a guide to support you to implement the HALT 2020 Campaign in a safe, applicable and effective way in your practice. This guide contains suggestions and questions that you might want to think about. Please bear in mind that every practice is different and that you ensure you fully consider how to make this campaign work for you in a safe and effective way.

- 1) Identify your HALT Champion(s). Your HALT Champion(s) will be passionate about raising awareness of HALT and establishing a safe and supportive culture in the practice.
- 2) Give your HALT Champion(s) time to read through the HALT Support Pack materials and gain a thorough understanding of what the HALT 2020 Campaign is trying to achieve.
- 3) Ensure the practice manager, lead vet or nurse, or equivalent position has read the 'important information' section of the briefing guide. It is important that everyone is onboard!
- 4) Gather your practice team at a convenient time. The presentation slides and handouts (you will find these in the HALT Support Pack!) will help to facilitate and direct your discussions.
- 5) Talk honestly and openly with your team about how you can implement HALT within your practice. You might want to chat about:
 - a. How you can create time before each day/shift for a team briefing/huddle to discuss workload and to plan breaks in a way that works for everyone.
 - b. How the HALT Champion(s) will make sure everyone gets suitable breaks (e.g. lunch or equivalent during OOH). This could include delegating this to someone else.
 - c. How everyone can establish individual triggers to remind ourselves to 'check-in' at the beginning of each break or even just during a quiet few seconds between tasks.
 - d. What our own common language might be to remind each other to encourage the uptake of HALT
- 6) Put up the HALT 2020 Campaign posters. These posters will act as visual triggers and reminders to the team to incorporate HALT in to their daily routine. Also remember to send out the HALT 2020 Campaign handouts so everyone has access to the information. Here is the link - <https://simplebooklet.com/halt2020handout>
- 7) Plan to assess the progress of the HALT 2020 Campaign at regular intervals. Openly invite feedback and try to establish key questions such as:
 - a. How often do people feel they experience 2 or more of the HALT elements at any one time?
 - b. How easy is it to plan breaks and communicate concerns in a constructive manner?
 - c. Does our workload allow for any breaks?

If any member of the team has any questions or concerns please encourage them to seek advice or further support from the practice HALT Champion(s) or to contact VetLed at ru@vetled.co.uk.