

SCHWARTZ CENTER PROGRAM

START-UP CHECKLIST AND ROADMAP

Below are the steps your organization will need to complete to join the Schwartz Center Community. Please review the readiness checklists and onboarding sequences for the program(s) you are looking to implement – the Schwartz Rounds® program or Stress First Aid for Healthcare Workers.

- ☐ 1: **Review information** about the [Schwartz Rounds](#) program and [Stress First Aid](#) on the Schwartz Center website.
- ☐ 2: **Complete and submit the [online inquiry form](#)**. We will contact you with introductory Schwartz Center information, including a schedule of upcoming informational webinars.
- ☐ 3: **Participate in an informational webinar** to learn more about the Schwartz Center's work, data-driven programs, and the implementation process.
- ☐ 4: **Review follow-up materials and readiness checklists** to ensure you have the information you need for your decision-making process.
- ☐ 5: **Fill out a pre-agreement intake form**, which will be used to create your program agreement and invoice.
- ☐ 6: **Return the signed program agreement and payment** to the Schwartz Center.

Joining the Schwartz Center Community

After joining the Schwartz Center community, you can expect the following:

- **Welcome:** The members of your team(s) will receive a welcome email from a Schwartz Center staff person with an introduction to our Training Specialist.
- **Training Specialist:** Our Training Specialist will partner with your team(s) to determine the next steps for onboarding and training, depending on the programming that your organization has selected.
- **Program Advisor:** Your organization will be assigned a Program Advisor as a designated program expert providing support for your organization's programmatic needs.
- **Learning Center:** Access to our Learning Center will be provided, along with enrollment in the relevant online training for your organization's programming.
- **Program Resources Site:** During your training and onboarding, you will receive login and registration credentials for our exclusive Program Resources site.
- **Community Connections:** Members of your organization's programs teams will be invited to monthly [Community Connections](#) to share ideas and best practices with our community members.
- **Stress First Aid Basics:** All staff at your organization will have access to our asynchronous, online course on Stress First Aid for Healthcare Workers.

Schwartz Rounds Program Readiness Checklist

The Schwartz Rounds program creates dedicated space for healthcare workers to discuss the emotional dimensions of their work—both the challenges and the joys. Research shows this program strengthens compassion and enhances patient care.

Led by Schwartz Center-trained local facilitators, each session centers on a compelling theme or patient story. These gatherings create open, reflective spaces where clinical and nonclinical staff share experiences and build meaningful connections through dialogue. **Creating and maintaining a successful program requires support from organizational leaders and staff time.**

Please review the [Roles & Responsibilities document](#), which describes each Schwartz Rounds program role, and the checklist below to determine if your organization is ready to move forward with the program.

- ☐ An Executive Sponsor and Finance Contact have been identified. These roles must be identified prior to the agreement and invoice process.
- ☐ A Schwartz Rounds Leadership Team has been identified, including a Clinical Leader, Facilitators, and a Program Coordinator. The Schwartz Rounds Leadership Team must be identified prior to training and onboarding.
- ☐ The Schwartz Rounds Leadership Team will have dedicated time to lead the program, including:
 - 8-10 hours to complete initial training and onboarding activities
 - 4-8 hours per month to plan, lead, and debrief Schwartz Rounds programs
 - Identifying 4-8 additional Planning Committee members to join for regular meetings. The Planning Committee can be formed during the training process.
- ☐ The Executive Sponsor and Schwartz Rounds Leadership Team align on necessary organizational resources (i.e. budget, staff time, and facilities) and implementation goals, including the training timeline, session frequency, data collection plan, and sustainability plan. **Please review the training overview below.**

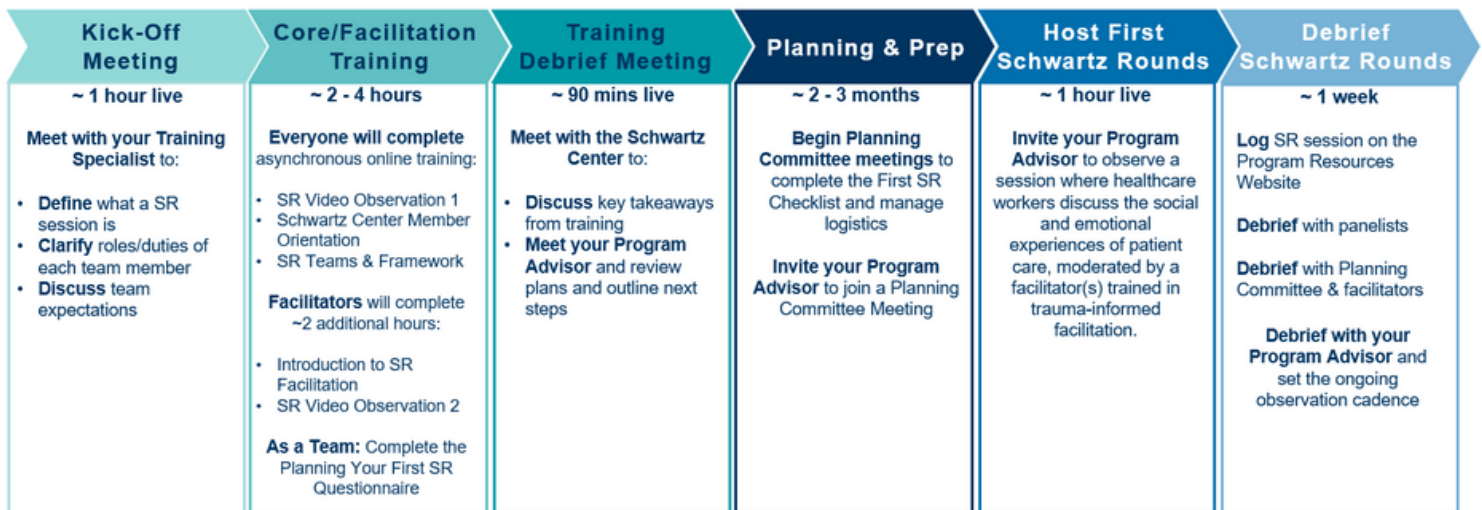
Once you have completed this readiness checklist, your organization is ready to move forward with contracting for your Schwartz Rounds program.

The Schwartz Rounds Program Training and Orientation Process

After your organization has joined the Schwartz Center community, your Schwartz Rounds Leadership Team will be contacted by our Training Specialist to join a Schwartz Rounds training cohort. Here's what you can expect:

- **Training Cohorts begin each month and meet once monthly for three months.**
- Schwartz Rounds teams that take part in all activities in the training cohort are **typically able to host their first Schwartz Rounds session two to three months after completing training.**
- Your Schwartz Rounds Leadership Team will continue receiving programmatic support from a dedicated Program Advisor as you continue to host the Schwartz Rounds program.

The Schwartz Rounds (SR) Training Process



Stress First Aid for Healthcare Workers – Train the Trainer – Readiness Checklist

Stress First Aid is a peer support and self-care program designed to support people in high-risk occupations. All Schwartz Center partners have access to our online module, Stress First Aid for Healthcare Workers: The Basics.

Although these programs offer an overview of Stress First Aid, we highly recommend the Train the Trainer program if you are interested in using Stress First Aid for peer support and employee well-being across your organization.

Please review the [Roles & Responsibilities document](#) and checklist below to determine if your organization is ready to move forward with the Stress First Aid Train the Trainer.

- ☐ An Executive Sponsor and Finance Contact have been identified. These roles must be identified prior to the agreement and invoice process.
- ☐ A Stress First Aid Leadership Team has been identified, including a Clinical Leader, Project Manager, and Trainers.
- ☐ The Stress First Aid Leadership Team will have dedicated time to lead the program, including:
 - 8-12 hours to complete training and onboarding activities within the 3-month Train the Trainer cohort.
 - Ongoing time to continue to integrate Stress First Aid into organization-wide activities, training, and programs.
- ☐ The Stress First Aid Project Manager can complete our [online interest](#) form to indicate the Team's preferred cohort.
- ☐ The Executive Sponsor and Stress First Aid Leadership Team align on necessary organizational resources (i.e. budget, staff time, and facilities) and implementation goals, including the training timeline, session frequency, data collection plan, and sustainability plan. **Please review the training overview below.**

Once you have completed this readiness checklist, your organization is ready to move forward with contracting for your Stress First Aid program.

The Stress First Aid Train the Trainer Process

After your organization has joined the Schwartz Center partner community and completed the Stress First Aid Train the Trainer Interest Form, the SFA Leadership Team will be contacted by the Training Specialist to join one of our quarterly training cohorts.

After completing the Train the Trainer cohort, your Stress First Aid Leadership Team will continue receiving programmatic support from a Program Advisor.

The Stress First Aid Train The Trainer (SFA TTT) Process

Preparing for TTT	TTT Kick-off & Online Training	Mid-Course Meeting	Implementation Meeting	Final Meeting & Springboard Projects	Ongoing Support
Complete SFA The Basics on the Learning Center Confirm Leadership Team availability (up to 10 members) Submit the Interest Form	Join the Kick-off Meeting to connect with other organizations and learn about the TTT process and expectations Complete 5-6 hours of online asynchronous coursework	Meet to review coursework objectives and explore real-world applications Learn expectations for Implementation and Springboard Projects Access Schwartz Center resources for implementation and training	Meet regularly with your team to complete the Implementation Questionnaire Connect with your Program Advisor to review plans and prepare the Springboard Project	Attend the Final Meeting to present, view, and discuss Springboard Projects Share resources with other teams	Join monthly Community Connections Partner with your Program Advisor for Implementation support and consultation Access LMS e-learning modules anytime