

THE SCHWARTZ ROUNDS® PROGRAM ROLES & RESPONSIBILITIES

THE SCHWARTZ ROUNDS LEADERSHIP TEAM

Your organization's Schwartz Rounds Leadership Team includes your Facilitator(s), Clinical Leader or Equivalent, and Program Coordinator/Administrator. This team will receive support from the Planning Committee/Steering Group and an Executive Sponsor.

Executive Sponsor

- May have a variety of titles but should be able to act with organizational decision-making authority on behalf of Schwartz Center partnership and programming. This may include the authority to sign agreements on behalf of the organization and oversight of departmental or organizational budget with the ability to approve financial commitments.
- Shows willingness to serve as a champion of the program to advocate for dedicated staff time, support succession planning, and promote the Schwartz Rounds program as a culture change agent. However, the Executive Sponsor may choose to not serve on the Planning Committee/Steering Group.

Clinical Leader or Equivalent

- A well-respected clinical staff member or senior administrator who acts as a champion for the Schwartz Rounds program with other clinical leaders, including the Chief Medical Officer, Chief Nursing Officer and other medical staff and senior administrators.
- Will participate in the Planning Committee/Steering Group and Leadership Team meetings to assist in discussing topics, selecting and inviting panelists, and supporting the Facilitators with a case (as needed).
- May host each session by welcoming participants, introducing the topics, assisting in focusing discussions as needed to support the Facilitators, and sharing insights and reflections during the session. Some Clinical Leaders are also Facilitators. After each session, the Clinical Leader will debrief with the Planning Committee/Steering Group.
- Requires up to **two to three hours** dedicated to the program each month. This amount may shift if the person in this role is also a Facilitator.

Facilitators

- Will use their Schwartz Center training to create the environment for confidential and safe discussions and guide emotionally resonate and meaningful conversations.
- To prepare for each Schwartz Rounds session, they will meet with panelists and co-facilitators to establish relationships and roles and to prepare the panelists. They will enter each session with a planned introduction, discussion prompts, and a strategy for closing the session.

- Will lead sessions through the narrative flow of the Schwartz Rounds program using trauma-informed facilitation skills, often with the support of the Clinical Leader.
- Within a reasonable time frame after the session, the Facilitator will debrief the Schwartz Rounds session with the panelists, their co-facilitators, and the rest of the Planning Committee/Steering Group. Debriefing the session is intended to continue supporting and providing psychological safety to all involved and to collect learnings that can be applied in the next session.
- Can expect to spend up to **four to eight hours** per month preparing for and leading the Schwartz Rounds program.

Program Coordinator/Administrator

- The project manager for the Schwartz Rounds program.
- Ahead of each Schwartz Rounds session, the Program Coordinator/Administrator will prepare the logistics, including securing the location, audio and visual equipment, food (if applicable), and internal communications.
- May support the process for continuing education credits or preparing materials for additional emotional support for participants with EAP, spiritual care, and peer support programs, as available.
- Will ensure any printed materials are available at the session. This includes Schwartz Rounds evaluations, which may be printed or offered online. The Program Coordinator/Administrator should report back to the Planning Committee/Steering Group about evaluation results to support improvement. After each session, the Program Coordinator/Administrator will submit a Schwartz Rounds Session Information form to the Schwartz Center.
- Will require up to **six to ten hours** per month to prepare for and report out on each Schwartz Rounds session.



THE SCHWARTZ ROUNDS PLANNING COMMITTEE/STEERING GROUP

The Schwartz Rounds Planning Committee/Steering Group includes the Schwartz Rounds Leadership Team and additional members from multiple disciplines and departments. These **eight to twelve** additional members will support the Schwartz Rounds program in a variety of ways.

In addition to the Schwartz Rounds Leadership Team, members of the Schwartz Rounds Planning Committee/Steering Group may include other physicians, nurses, social workers, case managers, patient safety or quality officers, spiritual care providers, employee health professionals, environmental services, security, and administrative staff members.

- Will find topics and invite panelists to share at the Schwartz Rounds sessions, generate awareness of the program throughout your organization, convene regularly to evaluate and plan sessions, keep track of attendance, support the distribution and collection of evaluation forms, model productive participation in the sessions, and support technology (microphones or virtual platform, as necessary).
- Require **one to two hours** dedicated to the Schwartz Rounds program each month. Setting expectations about meeting attendance, roles, and tasks required will support consistent engagement.
- Active, enthusiastic committee participation is essential to the overall health of your program. Inviting new members to join the Planning Committee/Steering Group regularly will help the group and the program continue to thrive. New members introduce fresh energy, different perspectives, and new ideas for identifying panelists and promoting the program. We urge all our partner sites to keep this in mind, even as you embark on your Schwartz Rounds journey.

FINANCE CONTACT

- Serves as the point of contact for invoices and payment follow-up and communicates payment delays or billing contact changes to the Schwartz Center. The Finance Contact can be an individual or general accounts payable department but must provide an email address and phone number.
- The Finance Contact does not need to be part of the Planning Committee/Steering Group, unless they hold the role of Clinical Leader, Facilitator, or Program Coordinator/Administrator.

PUBLIC RELATIONS/COMMUNICATIONS/MARKETING CONTACT (OPTIONAL)

- Helps promote the Schwartz Rounds program and other Schwartz Center programs and events within your organization.
- Coordinates with the Schwartz Center to identify other opportunities to promote your work.
- The PR/Communications/Marketing Contact does not need to be part of the Planning Committee/Steering Group.