



the schwartz center
FOR COMPASSIONATE HEALTHCARE

Schwartz Rounds® Roles & Responsibilities

The Schwartz Rounds Leadership Team

The Schwartz Rounds Leadership Team at your organization includes members of the Schwartz Rounds Planning Committee, Schwartz Rounds Facilitator(s), Physician/Clinical Leader and Program Coordinator and an Organizational Leader.

The Schwartz Rounds Planning Committee

The Schwartz Rounds Planning Committee is the backbone of a strong Schwartz Rounds program. When selecting your committee, please keep in mind the following:

- The Schwartz Rounds Planning Committee ideally includes 8 to 12 members and is inclusive of the Organizational Leader, Physician/ Clinical Leader(s), Facilitator(s) and Program Coordinator. Additional members of the Schwartz Rounds Planning Committee may include other physicians, nurses, social workers, case managers, patient safety or quality officers, pastoral care providers, employee health professionals, and others involved in patient care.
- The Planning Committee is responsible for recruiting and selecting Facilitators. We strongly recommend training more than one Facilitator per site. Having a team of trained Facilitators allows for the responsibility to be shared and for the program to continue to be sustained and succeed through role transitions.
- It is often useful to rotate members of the Planning Committee to keep the program fresh and members engaged. Setting term limits can be helpful.

Organizational Leader

- Should be in a leadership role (titles may vary) with decision-making abilities.
- Authority to sign agreements on behalf of the organization.
- Oversight of departmental or organizational budget with ability to approve financial commitments.
- Willingness to serve as an ambassador of the program to support succession planning, and to promote Schwartz Rounds as a culture change agent.

Physician/Clinical Leader (PL/CL)

- *General:* Serve as liaison with the Schwartz Center; act as lead champion for Schwartz Rounds with the Chief Medical Officer, Chief Nursing Officer and other colleagues and senior administrators.
- The Physician/Clinical Leader should keep succession planning in mind and mentor a successor as needed.



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- *Before each session:* Convene the Planning Committee to discuss and select cases; assist in inviting panelists to present cases; brief the Facilitator about cases prior to each session, as needed.
- *During session:* Host each session by welcoming participants, introducing panelists; assist in focusing discussions as needed to support the facilitators. May co-facilitate Schwartz Rounds.
- *After session:* Debrief with panelists when able and review evaluations with Facilitators and Planning Committee.

Facilitators

- *General:* Prepare panelists prior to session and facilitate session; mentor successors.
- *During each session:* Explain the purpose of Schwartz Rounds and ground rules to participants following the Physician/Clinical Leader's welcoming remarks; encourage participants to share their reflections and observations; focus discussion, ask thought-provoking questions, and make observations to stimulate discussion; manage time limits for panelists and participants; remind participants about evaluation forms; provide closure at the end of each session.
- *After each session:* Debrief with panelists when able and review evaluations with the Physician/Clinical Leader and Planning Committee.

Program Coordinator

- *General:* Coordinate logistics for Schwartz Rounds: Secure space, including a/v equipment and microphones, and order food; leverage internal communications channels to raise organization-wide awareness of the program. Coordinate CME/CEU with education department if applicable.
- *During each session:* Set up the space; greet participants; collect evaluations.
- *After each session:* Summarize evaluation data to share with Planning Committee and Schwartz Center. Send evaluation summary to rounds@theschwartzcenter.org.

Planning Committee

- *General:* Select cases/topics and invite panelists to present at Schwartz Rounds; generate awareness of the program throughout your organization; meet on a regular basis to evaluate and plan sessions.
- *Other Tasks:* Staff welcome table at Schwartz Rounds, hand out and collect evaluation forms, serve as microphone runners, and model productive participation in Schwartz Rounds discussions, etc.



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Billing Contact

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

A note about succession planning: Active, enthusiastic committee participation is essential to the overall health of your program. Inviting new members to join the Planning Committee on a regular basis will help the group and the program continue to thrive. New members introduce fresh energy, different perspectives, and new ideas. We urge all our member sites to keep this in mind, even as you embark on your Schwartz Rounds journey.