Schwartz Rounds® Roles & Responsibilities

Updated July 2020

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 member of the Planning Committee to keep the program fresh and members engaged. Setting 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)

• Act as champion for Schwartz Rounds with the Chief Medical Officer, Chief Nursing Officer and other medical staff and senior administrators.

• Before each session: Convene the Planning Committee to discuss and select cases; assist in inviting panelists, *if used,* to present cases; brief the Facilitator about cases prior to each session, as needed.

• During each session: Host each session by welcoming participants, introducing Schwartz Rounds; assist in focusing discussions as needed to support the facilitators; share insights and reflections during Schwartz Rounds. May co-facilitate Schwartz Rounds.

• After each session: Debrief with panelists and Facilitators; review evaluations with Facilitators and Planning Committee.

Facilitators

• Before each session: Meet with panelists to prepare panelists and self (and co-Facilitator); plan session introduction, discussion prompts, session close.

• During each session: Explain the purpose of Schwartz Rounds and ground rules to participants following the Physician/Clinical Leader's welcoming remarks; introduce panelists; utilizing trauma-informed facilitation framework, invite participants to share 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 and co-Facilitator; review evaluations with the Physician/Clinical Leader and Planning Committee.

Chat/Technology Facilitator (for Virtual Schwartz Rounds)

• Before each session: Work with Facilitators to define role during the Schwartz Rounds. May assist in preparing Virtual Schwartz Rounds PowerPoint slides as needed.

• Monitor and respond to hand-raising, comments and question in the chat. In partnership with Facilitators, may call on participants during the session.

• Manage and triage any disruptions or provide tech support during the session.

Program Coordinator

　• Before each session: 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. Coordinate additional emotional support for participants with EAP, Pastoral Care, Peer Support programs, as available. For Virtual Schwartz Rounds, coordinate with technology team to set up online meeting registration/access, and arrange access and support for facilitators and panelists.

　• During each session: Set up the space; greet participants; collect evaluations. For Virtual Schwartz Rounds, partner with tech team and Facilitators to coordinate and host online meeting.

　• After each session: Summarize evaluation data to share with Planning Committee and Schwartz Center. Send evaluation summary to [rounds@theschwartzcenter.org.](mailto:rounds@theschwartzcenter.org)

Planning Committee

　• Select cases/topics and invite panelists to present at Schwartz Rounds; generate awareness of the program throughout your organization; convene on a regular basis to evaluate and plan sessions.

　• Keep track of attendance, support the distribution and collection of evaluation forms, model productive participation in Schwartz Rounds, and support technology (microphones or virtual platform, as necessary).

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. If you have any questions, please contact your Member Experience Advisor.