



the schwartz center
FOR COMPASSIONATE HEALTHCARE

[Organization Name]

Schwartz Rounds Planning Committee Charter

[DATE]

Purpose: The Schwartz Rounds Planning Committee is an interdisciplinary team that seeks to provide a forum for discussions that strengthen the relationship between patients and caregivers and promote compassionate healthcare.

Objectives:

- Ensure that compassionate care is a fundamental element in the provision of care for patients.
- Provide a safe environment for staff to discuss the emotional and social issues faced in caring for patients and families.

Authority:

The Schwartz Rounds Planning Committee has the authority to develop and facilitate discussion topics that can strengthen the patient-caregiver relationship for all staff through scheduled bi-monthly rounds.

Peer protection:

The Schwartz Rounds Planning Committee is a peer protected committee and the work is protected under the Peer Review Protections for Healthcare [under 145.61 et.Seq.]

Meeting Structure:

Planning committee meetings will be scheduled monthly or as determined by the committee with Schwartz Rounds planned bi-monthly.

Membership:

Membership may include but is not limited to:

- Chair: Physician Lead
- Facilitators for Rounds: Primary & Backup
- Coordinator
- Physician Representation may include, but is not limited to:
 - [Units/Facilities]
- Department Representation may include, but is not limited to:
 - Emergency Department
 - Med/Surg
 - Oncology
 - ED
 - Community Engagement / Wellness
 - Quality / Risk
 - Care Management
 - Education
 - Pastoral Care

- Nursing
- Etc.

Assessment of Performance: The Schwartz Rounds Planning Committee shall undertake a review of the appropriateness of this charter annually.

Roles/Responsibilities:

- **Physician Leader / Chair**
 - Communicates interest and purpose of the Schwartz Rounds among hospital and clinic physicians.
 - Removes barriers as identified by the committee.
 - Ensures that appropriate resources are available for successful completion of committee objectives
- **Facilitator(s)**
 - Meets with Schwartz Rounds participants in advance of the discussion to prepare them for presenting and to reflect on possible questions that may be asked.
 - Lead and provide focus within sensitive Schwartz Rounds discussions and summarize salient points.
- **Coordinator**
 - Handles the administrative logistics of the Schwartz Center Planning Committee meetings and the Schwartz Rounds.
 - Collects and forward evaluation forms and summarizes evaluation data for the Schwartz Center.
 - Develops agenda and assure minutes accurately reflect meeting content.
- **Schwartz Rounds Planning Committee Members**
 - Ensures that committee objectives are achieved.
 - Contributes fully to the committee through attendance, participation and preparation for agenda items.
 - Perform assigned responsibilities within designated timeframes.
 - Contribute to the communication plan as assigned.
 - If unable to attend a meeting, designates absence in advance and/or forwards input and/or assignments to the co-chairs.
 - Accountable for meeting information and follow-up as assigned.

Date Reviewed: _____

Next Review Scheduled: _____