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| --- | --- | --- | --- |
| **Time** | **Topic & Outcome** | **Discussion** | **Notes** |
|  | **Welcome/ Introduction** |  |  |
|  | **Topic Selection & Considerations*** Agree on a Case or Topic
* Identify Panelists or Discussion Catalysts
* Identify Facilitator and Co-Facilitator
* Enlist mental/behavioral health, EAP, pastoral care involvement
* Determine Panelist Preparation/Rehearsal Date(s)
* Discuss “Thank You” options for Panelist Participation
 |  |  |
|  | **Considerations for In-Person Rounds*** Food options (lunch, snack, beverages)
* Seating Arrangements
* Planning Committee Roles
* Evaluations
* Plan for CME/CEUs, as applicable
* Location and plan for debriefing Post Schwartz Rounds
 |  |  |
|  | **Considerations for Virtual Rounds*** Technology Platform Discussion
* Identify additional Facilitation/Co-Facilitation Support
* Planning Committee Roles
* Chat/Technology Facilitation Role
* Emotional Safety Resources
* VSR Slide Deck
* Digital Evaluations
* Plan CME/CEUs, as applicable
* Meeting link and plan for debriefing Post Schwartz Rounds
 |  |  |
|  | **Planning Committee Structure*** Purpose-Tasks, Review Surveys, Debrief and Choose Topics
* Time Commitment
* Upcoming Meetings, Facilitator and Co-Facilitator Schedules
 |  |  |
|  | **Marketing Strategies** * Flyer Selection
* E-mail Announcements
* Intranet
* Increasing Multidisciplinary Participation
 |  |  |
|  | **Next Steps/Wrap Up** |  |  |