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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** |  |  |