



<b>Schwartz Rounds® Checklist for Ongoing Implementation</b>	
<b>Task</b>	<b>Timeline</b>
<input type="checkbox"/> Review Schwartz Rounds and other information on the Member Community website including Virtual and Unit-Based Schwartz Rounds as applicable.	As needed
<input type="checkbox"/> Hold regular Planning Committee Meetings to identify Schwartz Rounds topics or cases, select panelists or discussion catalyts, and review evaluations .	Prior to each session
<input type="checkbox"/> Publicize Schwartz Rounds with flyers, email announcements, intranet postings, newsletters, etc. If possible, partner with communications and/or HR colleagues to raise employee awareness.	Prior to each session
<input type="checkbox"/> Prepare supportive resources to be offered either in-person (at sign-in) or virtually (via a slide deck) at Rounds: EAP, wellness-related, mental/behavioral health, pastoral care and other relevant information.	At each session
<input type="checkbox"/> Return a Schwartz Rounds evaluation summary within 30 days to <a href="mailto:rounds@theschwartzcenter.org">rounds@theschwartzcenter.org</a> .	After each session
<input type="checkbox"/> Maintain a schedule of upcoming Schwartz Rounds dates and topics.	Ongoing
<input type="checkbox"/> Contact your Member Experience Advisor with any needs, questions or Schwartz Rounds team changes.	As needed