COMMUNITY Stroke Rehabilitation TEAM

Rounds Rules – Attitudes and Actions

1. Rounds will start Tuesday mornings at 0830 and end by 1100. All members are expected to be on time and to stay for the entire meeting.
2. We will treat each other with respect.
3. Be present, engaged and actively listening.
4. Minimize or eliminate distractions (e.g. cell phones off, no texting, writing notes, or rustling papers).
5. One person speaks at a time. Allow that person to finish speaking prior to commenting.
6. Keep discussions focused on the current topic and moving forward. No side bar discussions.
7. Every member is expected to participate, help facilitate and evaluate the meetings.
8. Address disagreement by dealing with the issue, no attacks on the person. Draw awareness back to mutual purpose and respect.
9. Use the time to update individual progress and to collaboratively work on client plans.
10. Have some fun! Everyone should leave the meeting feeling better for it and with the knowledge that their involvement was critical to its success.

Rounds Exceptions:

1. If you are unable to attend - Notify the team in advance if you will be absent. Provide a team member a list of updates for your clients and ask him/her to review your client list and take notes.
2. If you have to leave early - Notify the team at the beginning of the meeting. Review his/her C.L. list and client list first. Open up the floor for questions for this team member.

Facilitator/Timekeeper Responsibilities

- The responsibility is rotated.
- Commence and adjourn the meeting on time.
- Review rules for the meeting and provide details re: outlines or timelines.
- Identify if Rounds Rules are not being followed.
- Encourage participation from all team members.
- Help keep everyone on track. Be mindful of the time and what needs to be covered within that timeframe.
- When there's an impasse - clarify what people have said and then ask the team members to propose solutions.
- Give a short summary or recap before going on to the next topic/client. Be sure team members understand what the group has agreed to.
- Hold team members accountable to the agreed upon action plan.

<u>Rounds Outline</u>: Initiated/monitored by the Facilitator, client discussions lead by the Clinical Lead (C.L.)

0830-0845 ***Review a "Rounds Rule"***
Discuss General Team Business

- Items to be added and time allotted for general team business and/or for rounds review.

0845-0915 ***New Intakes***

- Who was seen
- Identify priorities – use criteria list
- Identify client goals
- Identify team involvement

New Referrals - presented by Karen Heys

- Who is on the wait list
- Identify priorities – use criteria list
- Discuss current caseload
- Negotiate Clinical Lead

Criteria	**Priority Indication** (High, Moderate, Low)
Safety	
Date of Stroke	
Motivation	
Living Situation Change	
Full Team Involvement	
Deadlines (e.g. moving, RTW…)	
Family Supporting Client's Goals	
Location (e.g. cluster)	

0915-1045 ***Rounds***

<u>Goals</u>:

1. To use the time for client planning and to determine how to best use the Rehabilitation Therapists.
2. To initiate discussions about client issues/needs as they arise.

- The C.L. to the Facilitator's right is the first to discuss his/her list. Continue moving around the table to the right until all C.L.s have addressed his/her list.

- Each C.L. will:

    a. Identify each client requiring planning or discussion.
        - Facilitate discussion with team. Ensure all opinions are considered.
        - Reiterate client goals. Develop plan. Determine how plan will be carried out.

    b. Open up discussion for team members to address additional client planning needs (e.g. individuals not identified by C.L.).

1045-1100 ***Review Rounds & Process***

- ✓ Did we cover what we wanted to cover?
- ✓ Are there things you liked or did not like?
- ✓ What can we do differently next time?
- ✓ Feedback for the Facilitator?