

## **Schwartz Rounds Steering Group Membership: Guidance and Terms of Reference**

The Point of Care Foundation have built on our research to provide guidelines for group members which includes the need to review the composition and attendance of the steering group quarterly. Their guidance and terms of reference are as follows:

The steering group has an important role in guiding and supporting the facilitators. Its members can: help find cases, challenge proposals for cases that may be inappropriate or not timely, provide feedback on how the Round went (from their perspective and also that of their colleagues), and consider how to extend the reach of the Rounds as the approach becomes embedded in the organisation. This is essential as the workload for facilitators and clinical leads can be high without good hands-on support from the steering group.

### **Key responsibilities & skills of steering group:**

- Attending all Schwartz Steering Group Meetings (every 2 months)
- Attending all Staff Rounds if possible (also held every 2 months)
- Raising the profile of Rounds among your staff/student networks, through presentations and discussions about Rounds (publicising both staff and student Rounds)
- Sharing ownership of the Rounds with the facilitators, both symbolically and practically by taking on tasks
- Helping find cases and topics for Rounds, and both staff and student storytellers willing to share stories
- Providing feedback, challenge and support to the facilitators
- Helping the facilitators to debrief after the Round (if required) and be available for discussion if challenging issues arise
- Helping position the Rounds within the organisation through education about their purpose and benefits
- Making sure Rounds remain relevant over time by encouraging staff/students to attend, and to amplify publicity by spreading the word in as many meetings (formal and informal) as possible.

### **Time needed:**

- Each steering group member should allocate approximately half a day per term to this role.
- Setting up and running Rounds can feel daunting and provoke anxiety – especially in the facilitator roles, which are the most exposed.
- Steering group members can help them to manage this anxiety and help them develop confidence by functioning as co-owners of the Rounds, albeit in a less ‘front of house’ way. It is important that steering group members attend the steering group meetings and staff/student Rounds (as applicable) each term and are prepared to participate in the discussion.