

Schwartz Rounds: Memorandum of Understanding (Existing Sites)

We hereby confirm the conditions already established for the introduction of Schwartz Rounds in our service will continue under the sublicense Memorandum of Understanding (15th May, 2020) between the Point of Care Foundation (PoCF) and HSE National Quality and Patient Safety Directorate

On behalf of our service, I provide a commitment to the HSE (tick boxes);

- that Schwartz Rounds are conducted within our service using the general format created by the Schwartz Center, as advised by the Point of Care Foundation from time to time, and as laid out in The Point of Care Foundation handbook, 'Setting up and running Schwartz Rounds'.
- to respect the integrity of the focus of the Rounds and to ensure that the Rounds are not combined, included with, or incorporated into other clinical rounds or any other programme. Rounds differ from typical clinical rounds in that the focus of the Rounds is the social and emotional issues that arise in caring for patients.
- to appoint core staff who are involved in all Rounds as follows:
 - a minimum of two trained facilitators (trained by PoCF for day one training or its online equivalent)
 - a trained clinical lead (trained by PoCF for day one training or its online equivalent)
 - a multidisciplinary steering group
 - an administrator
 - a multidisciplinary presenting panel who will change each month.

Guidance and a person specification for these roles can be found on The Point of Care Foundation website:
<https://www.pointofcarefoundation.org.uk/our-work/schwartz-rounds/schwartz-rounds-roles/>

- to link with nominated Schwartz Round mentor and seek their advice and support
- that the service will support the on-going development (i.e. attendance at Schwartz Rounds Conferences) and training of additional clinical facilitators and leads (as required).
- that all participants are asked to respect the confidentiality of all comments made during rounds in order to ensure that staff members participating in Rounds obtain the full benefit of such participation.
- that the service collects feedback from participants at every Round and evaluate results in accordance with guidance issued by the Point of Care Foundation.
- that the service will inform the HSE National Quality and Patient Safety Directorate if we are discontinuing the provision of Schwartz Rounds within our services.

On behalf of the Health Service Provider:

Name of the Health Service Provider: _____

Name of CEO/Service General Manager: _____

Signature: _____ Date: _____

On behalf of the National Quality and Patient Safety Directorate:

Name: _____ Signature: _____ Date: _____