

# Summary of Steps for introducing Schwartz Rounds

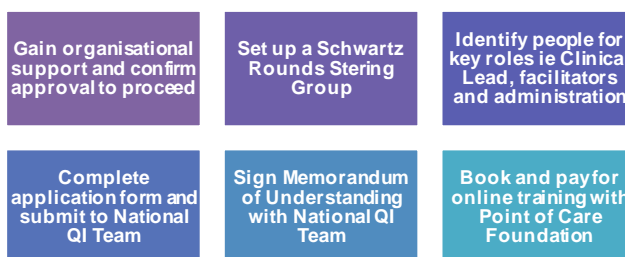
**Congratulations on the decision to establish Schwartz Rounds! It's an exciting time for your organisation and we're looking forward to supporting you. If you have questions at any stage of the process, please contact us – we'd be delighted to help.**

## Step by Step Guide to introduce Schwartz Rounds

1. Learn about Schwartz Rounds from ([evidence](#)) and by linking with other services in Ireland introducing Schwartz Rounds.
2. Identify champions for Schwartz Rounds within your organisation i.e. potential Clinical Leads.
3. Contact the Quality and Patient Safety Directorate's Schwartz Rounds [Co-ordinator](#) for further information and support.
4. Prepare a proposal/business case for the introduction of Schwartz Rounds within your organisation
  - [Template for seeking management decision \(ISBAR format\)](#)
  - [Information Leaflet on Schwartz Rounds in Ireland](#)
5. Brief your executive management team and obtain organisational support to move forward with Schwartz Rounds
  - [Presentation on the Introduction of the Schwartz Rounds in Ireland](#)
  - [Template presentation](#) from the Point of Care Foundation.
6. Set up a Schwartz Rounds Steering group. Click [here](#) for information on roles and time involved.
7. Confirm Clinical Lead for Schwartz Rounds. Click [here](#) for information on role and time involved.
8. Identify (possibly through expressions of interest) two Schwartz Rounds Facilitators. Click [here](#) for information on role and time involved.
9. Identify Schwartz Rounds Administration support. Click [here](#) for information on role and time involve.
10. Confirm Schwartz Rounds budget to support:
  - Training for Schwartz Rounds Clinical lead, two facilitators and administrative support
  - Catering at monthly rounds
  - Steering group activities
  - Schwartz Rounds Continuing Professional Development.
11. Complete and submit [Application Form](#) to the National Quality and Patient Safety Directorate.
12. [Sign Memorandum of Understanding](#) with the National Quality and Patient Safety Directorate for the use of Schwartz Rounds license.
13. Contact the [Point of Care Foundation](#) to schedule an online learning session with your Steering Group members.

14. Book and pay for online training with the Point of Care Foundation (for Schwartz Rounds Steering Group, Clinical Lead and Facilitators).
15. Make contact with the mentor nominated to set up Schwartz Rounds in your organisation ([Mentor's contacts](#)).
16. Hold monthly Schwartz Rounds Steering Group meetings to plan Schwartz Rounds schedules, themes and panellists.
17. Celebrate and share success of Schwartz Rounds.

## Summary of next steps



## Schwartz Rounds Training (Online)

The Point of Care Foundation is making Schwartz Round training available on line during COVID 19 (to accommodate physical distancing and work pressures). The Foundation are delivering training for those who are going to be new facilitators or Clinical Leads at any Schwartz Rounds Organisation in Ireland.

**Confirmation will be required by the PoCF that applicants for training are from organisations that have signed the Memorandum of Understanding with the HSE.**

From 01 June 2020 for an undetermined period, the existing "Day 1" training will be delivered in an online form with four components:

- Introduction for Steering Group members of organisations new to Schwartz Rounds via zoom call (not applicable to existing sites)
- Self-pace E learning materials made available to registered participants (Schwartz Rounds Clinical Leads and Facilitators)
- Video conference where groups of participants can discuss issues arising from their E-learning via zoom call
- An experiential Schwartz Round session which includes panellists' preparation delivered via zoom call.

## Schwartz Rounds Training (continued)

An additional session may be made available to train people from permitted Schwartz Rounds locations to facilitate Team Time sessions. These online sessions will cost £300 per person payable in advance in £sterling.

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All participants will be provided with password protected access to the Point of Care Foundation website for access to all training materials, resources and templates necessary for effectively promoting and facilitating rounds.

The HSE will identify mentors to support organisations steering group members and core staff with the introduction of Schwartz Rounds.

“Day two” training sessions will also be delivered online from 1st August 2020 and the cost per participant from a permitted location will be £300. The delivery will consist of three components:

- Self-pace E learning materials made available to registered participants (Schwartz Rounds Clinical Leads and Facilitators)
- Video conference where groups of participants can discuss issues arising from their E learning via zoom call
- An experiential Schwartz Round session delivered via zoom call.

For more details please follow:

<https://www.hse.ie/eng/about/who/qid/staff-engagement/schwartzrounds/schwartz-rounds-training.html>

If face-to-face training is resumed in sessions run at a location chosen, booked and paid for by the Foundation, the cost per participant will be £350 (sterling).

## Schwartz Rounds Key roles

Schwartz Rounds Roles	Time commitment
Facilitators	Minimum of one day/month
The Clinical lead	Minimum of half day/month
The administrator	Minimum of one day/month
The steering committee	Half day/month

Identification of the Schwartz Rounds Team is fundamental to success. A number of organisations have used an expression of interest process to identify their facilitators. You may also find it helpful to reference the role outline documents developed by the Point of Care Foundation which set out the key roles:

<https://s16682.pcdn.co/wp-content/uploads/2016/04/All-Schwartz-Job-Descriptions.pdf>

If you are based across several sites, you may decide to commit to training a team in each location or alternatively a central team who will work with all sites (subject to capacity, organisational knowledge and trust).

It is helpful to have one steering group on each site as local knowledge is central to success. We're happy to discuss this important decision more if helpful.

## Organisational support and ownership for Schwartz Rounds

Throughout this process, you'll have been building organisational support for Schwartz Rounds - this is one of the most important steps.

There are lots of ways to do this. Several organisations have organised local briefing sessions to spread the word and often the steering group will form from interested parties. There are sample presentations you can use and adapt available from the National Quality and Patient Safety Directorate and Point of Care Foundation websites. It can be helpful to identify local champions who will spread the word, go to visit another site doing rounds, set up an information stand, use posters, ask line managers to share with staff or go along to existing meetings to spread the word. You'll know what will work best for your service. Please don't hesitate to call us along the way if you have any questions.

### For more information, just contact us!

- Caroline Lennon-Nally, Schwartz Round Co-ordinator, [caroline.lennonally@hse.ie](mailto:caroline.lennonally@hse.ie)
- Noemi Palacios, Schwartz Round Administrator [noemi.palacios@hse.ie](mailto:noemi.palacios@hse.ie)
- Maureen Flynn, QPS Lead, [maureena.flynn@hse.ie](mailto:maureena.flynn@hse.ie), or

Follow us on twitter @NationalQPS using #SchwartzRounds and see

<http://www.qualityimprovement.ie> for updates.

