



Characteristics of Effective Interprofessional Team Meetings

Clarity of meeting objectives	To ensure effective communication and productive work, identification of objectives should be the first step of every meeting. Focus on improving care/service outcomes
Adhesion to meeting agenda/objectives	Every member of the meeting should understand and agree to the objectives e.g. agenda set by all – blank paper near nurse station to note items for agenda
Exploration of client and relatives' needs and priorities	In IPC, client and relatives are considered central - client and relatives' needs and priorities must be addressed during the meeting
Affirm members contributions	Meetings used to exchange information and learn how members contribution was extended and/or complemented others management strategies/rehab sessions
Client-centred action plan	The interprofessional action plan must be client-centered
Respectful discussion	Respectful discussion between members is essential in every meeting
Effective moderator and time keeper	To ensure productivity, each interprofessional meeting must be well moderated by someone familiar with IPC. This role might be shared among team. Time keeper monitor allocated time per item
Consensual decision-making	During meetings members not only exchange information but also reach a consensual vision of the situation and then adopt an action plan that satisfies each member
Advocacy	Healthcare workers must defend clients' rights and interests during meetings
Use of a common language that is not too specialised	Profession-specific and specialised language is a barrier to IPC. Each participant must adopt a language that can be understood by everyone
Reflective practice	5 mins at end of each meeting for quick evaluation of meeting process and/or team outcomes

Margo Brewer (2013)

Adapted from Cashman et al (2004), Careau et al (2011) and Sinclair et al (2009)