



# Participation in Team Meetings

## Description:

In this experience, you (student) will participate in a minimum of 2 team meetings in which at least 2 team members are involved (ideally with the same team). Examples of team meetings include: patient/client rounds, discharge planning meetings, and patient/client/family meetings.

## Learning Objectives:

- Develop awareness of and contribute to continual improvement of interprofessional team dynamics and group processes through effective interprofessional communication
- Advance effective interprofessional team function through identification of factors that contribute to or hinder team collaboration and addressing conflict
- Work collaboratively with others to assess, plan and/or provide intervention to optimise patient/client outcomes and quality of care
- Perform as an effective team member by promoting effective decision making and displaying flexibility and adaptability

## Structure:

Suggested time to complete this activity is 2 hours plus time for written reflection and discussion with clinical supervisor; however, this may vary based on your setting.

## Things to consider before you begin:

- Review the objectives for this activity and add additional ones that may be important for you. Share with your supervisor.
- The clinical supervisor will select a minimum of 2 team interactions/meetings and ensure that the team is clear about the purpose of this activity and your role.

## Pre-Meeting Questions

- Consider the following and discuss with your supervisor:
  1. What supports you will need to perform as an effective interprofessional team member and how you should prepare for collaborating in team meetings?
  2. What do you expect will happen through collaborating? (e.g. what type of information do you expect you will receive, what information will they expect from you?)
  3. What do you expect will happen when you participate in and observe the team meetings? (e.g. how will the team function, what will support the team to reach its goals)

## Post-Meeting Reflection

After completing this activity, consider the questions below in a written reflection (one page suggested).

### **Description of Team Meetings:**

1. Briefly describe the team experiences (why/what was the reason for the meeting, what tasks were completed, were objectives for the meeting met, etc.)
2. Who was involved? (e.g. patient/client, team members, other health care staff, community members). Who wasn't there and how was information from that person/profession shared? (e.g. how was the patient's voice expressed)
3. How did the team conduct the meetings? (Including what 'group roles' were evident such as chair, facilitator, mediator, clarifier, etc.) Describe how you think the team facilitated the need for all members to have opportunities for active participation.
4. Describe your role in the meetings as a team member. How did you display flexibility and adaptability? How did you promote effective decision making?

### **Reflections on Team Collaboration:**

1. How would you describe the relationship (anticipated or actual) between how the team functions in these meetings and the impact on patient/client care and team member satisfaction?
2. Describe the group process or how the team interacted. (For example, consider how team members behaved, communicated, solved problems, made decisions, provided and responded to feedback, addressed conflict, etc.)
3. What structures or supports impacted team collaboration? (e.g. attendance at meetings, having a clear agreed upon meeting agenda, etc.)
4. What did you learn that you can apply to your own practice in your role? What learning will you take as a team member in the future?

### **Debriefing**

#### **Supervisor Instructions:**

Review the student's recorded reflections with the student. Consider what surprised you in reviewing the reflections, what resonated with you and how you can continue to guide and support this student's reflections and interprofessional education.

**\*\*\* Please note that a Supervisor/Staff IPE Tips Sheet for clinicians is available.**

©2010 Centre for Interprofessional Education, University of Toronto