

Student Tip Sheet

How to Run Rounds



Interprofessional team meetings, or rounds, are held to review each patient's care plan and identify what needs to be done to move the plan forward. Rounds are brief, structured, and require effective communication and collaboration.

Meeting structure

1. Review the status of tasks assigned at previous meetings.
2. Discuss the patient's concerns and any emerging issues. For inpatients, discuss any barriers to discharge. For outpatients, discuss any barriers to accessing treatment or adherence to care recommendations.
3. Identify actions required and the team members responsible to carry them out.

Cornerstones of effective rounds

Consistency

Rounds occur at a regular time with a consistent facilitator. They start and finish on time.

Clarity

Team members use clear language. By the end of the meeting, everyone knows *who* will do *what* by *when*.

Accountability

The team records any assigned tasks, and follows up on those tasks at the next rounds.

Transparency

Each patient's care is shared with the patient and/or family.