

Interprofessional Team Meetings¹

Managing the team meeting process is an important activity and aspect of any interprofessional health care team. The team leader, coordinator or facilitator is responsible for moving the team efficiently through the process of the team meeting. Some teams rotate this leadership responsibility to foster shared leadership.

What are the meeting responsibilities of the team leader, coordinator/facilitator?

- Schedules, arranges, and conducts the meeting.
- Prepares and distributes agenda before the meeting and ensures that agenda is followed during the meeting.
- Clarifies purpose and helps the team identify goals.
- Encourages everyone to participate throughout the discussion.
- Summarizes and organizes the ideas discussed to gain commitment (with help of recorder).
- Identifies common topics or subjects in discussion to maintain direction of discussion.
- Asks questions to clarify comments and restates if members are confused.
- Encourages team to finish each agenda item before moving on to the next.
- Encourages the integration of new members.

Another important role is that of the recorder. The recorder has four major tasks during meetings, including:

- Documenting the efforts of the group, including summaries of decisions, action items (or assigned tasks), and deadlines.
- Maintaining the group's focus and direction.
- Actively clarifying the group's progress by using strategies such as summarizing and seeking.
- Producing written summaries.

Responsibilities of the team timekeeper include:

- Informing the group of the beginning time and ending time, allowing enough time for the members to begin and come to an end to the discussion.
- Indicating when the group is using more time than available on one issue and remind them of the number of tasks and time remaining.
- Helping the team use its time on issues on which the whole team is needed.

¹ Hyer, K., Flaherty, E., Fairchild, S., Bottrell, M., Mezey, M., Fulmer, T., et al. (Eds.). (2003). *Geriatric Interdisciplinary Team Training: The GITT Kit* (2nd ed.). New York: John A. Hartford Foundation, Inc.

Techniques for Facilitating a Meeting

Facilitator Roles	Dialogue Examples
1. Get the meeting started.	"Today we need to review__ patients. Are there any urgent concerns?"
2. Encourage communication and involvement of all members.	"What are the rehabilitation needs you see?"
3. Ask team members for opinions and feelings to encourage discussion.	"What is your view of the family's request?"
4. Ask for a summary of the discussion.	"What are the care plan goals we have agreed upon? Can someone summarize?"
5. Paraphrase what someone has said to help members understand each other.	"Are you saying that we need more information on liver function?"
6. Ask for specific examples to improve understanding.	"Please give some examples."
7. Clarify assumptions.	"Your recommendation assumes that the patient is too confused to make an independent decision."
8. Ask for explanation in order to eliminate confusion and repetition.	"We keep avoiding a plan for this. Can someone suggest how we should proceed?"
9. Probe an idea in greater depth.	"What are other ways to help Mrs. S stay at home?"
10. Suggest a break or rest.	"Let's take a brief break."
11. Move the team toward an action.	"What should we do first?"