

## Appendix C

### Team meeting roleplay

#### Instructions

This will be a 10-minute demonstration of a team meeting to discuss an issue from the patient care plan that requires resolution by an interprofessional team. **This issue does not need to be specifically addressed in the care plan.**

#### **The issue:**

- This should require input by the whole team; not something simple like finding transportation to the appointments.
- Examples:
  - A medication issue - an essential medication is causing side effects. Address the side effects with dietary or lifestyle changes, or a change to a less-effective med, etc.?
  - A social issue – housing or neighborhood problems that impact care delivery or the effectiveness of the treatment.
  - One aspect of a medication adherence issue.
  - Herbal or home remedies that interfere with the treatment plan but are important to the patient.
- The patient should be a central part of resolving the issue, with their ideas and input considered as part of the decision-making process.

The team members should include the patient, the RN Care Coordinator, and 1-2 additional members from the full care team, depending on the issue. (Dietary, social, provider, therapy, etc.)

#### Elements:

- RN Care Coordinator: introduce the team members and give a brief description of the patient's issue. (1-2 minutes) Team members should be appropriate to the issue being discussed.
- In the context of the overall care plan, explain the issue that needs resolution. (2-3 minutes)
- Each team member briefly suggests how they can contribute to the solution. (4-5 minutes)
- RN Coordinator summarizes the plan to address this issue. **If the issue cannot be completely resolved, the RN will describe the next steps.**

## Team Meeting Rubric

Criteria	Full Credit	Partial Credit	Minimal Credit	Points Available
Overview and introduction Issue of concern	Gives brief overview of the patient care plan and issue to be addressed. Introduces the team members at the meeting. The issue is complex enough to require input by all team members	Overview unclear or incomplete; issue to be addressed unclear. Issue of concern is not complex enough to require team input. Not all team members introduced.	Omits part or all of case study overview or issue to address. Does not introduce team members	20
SMART goal	Reflects full collaboration with the client to develop a SMART goal related to the identified issue. Each element of the SMART goal is addressed. Any new information that may affect SMART goal is incorporated.	Does not demonstrate full involvement of the client in the decisions. Not all elements of the goal are addressed. New information not fully incorporated in the plan.	No client involvement in the SMART goal. Does not address goals or incorporate new information.	30
Team input	Each team member describes how they will contribute to the identified goal. This will include the patient's input, perspective, and suggestions.	Not all team members made meaningful contributions to the solution. Patient input not fully considered.	Missing team member or patient input contributions.	10
Summary	Complete and clear summary from the RN about the SMART goal and next steps to address the issue.	Summary is missing elements from the SMART goal. Resolution or next steps not clear.	Summary is missing most elements of the goal. Lacks next steps.	25
Presentation	Team members are dressed appropriately and professional in manner. Meeting interaction is appropriate; members are not reading a script. Stays within the time limit.	Not all team members are professional in dress or manner. Some team members are reading their responses. Slightly over the time limit.	Unprofessional appearance or manner in the meeting. All member responses appear scripted. Significantly over the time limit.	15
Points total				100