



SELF-CARE

Provider Rounds



DESCRIPTION OF ROLES





The SELF-CARE Provider Rounds are an adapted version of the Schwartz Rounds. The content in this document is adapted from the Point of Care Foundation Staff Experience Program materials available [here](#)

DESCRIPTION OF ROLES

1. The Focal Person (Facilitator)

The focal person is responsible for organizing and facilitating the Rounds. Fellow staff will elect the focal person. If desired, a new focal person can be elected every six or more months.



Time: ~8 hours per month. This time is taken up primarily by Round preparation (5 hours), steering group meetings (1.5 hours), and the Round itself (1.5 hours).



Focal Person Characteristics

A focal person should possess the following skills and traits:

- Deep understanding of staff experience
- Strong facilitation skills
- Peer respect
- Active listening skills
- Comfortability with emotional discussions

Responsibilities

Before the Rounds

1. Select a topic for each Round
2. Identify provider panelists
3. Help panelists prepare their stories
4. Book room (as needed) and order food
5. Tailor or prepare scenarios for discussion
6. Organize “playing stations” and procure any needed materials
7. Print or prepare sign-in and feedback sheets, confidentiality agreements and learnings poster
8. Liaise with district officials to promote the Rounds

During the Rounds

1. Ensure staff who attend sign-in and sign the confidentiality agreement
2. Collect feedback from participants
3. Enable the efficient running of rounds:
 - Assign roles (e.g., notetaker)
4. Set the tone:
 - Be compassionate and neutral
 - Encourage curiosity
 - Make space for silence
 - Ensure confidentiality and safety
5. Guide the discussion:
 - Keep the discussion reflective and emotionally focused
 - Support panelists and participants in sharing their stories and thoughts
 - Uncover larger themes and help make sense of what is shared
 - Manage conflict that arises
 - Help participants reflect on key learnings from the session

After the Rounds

1. Review feedback forms and incorporate suggested changes to next Round
2. Display key learnings poster in central space
3. Attend occasional steering group meetings to share findings and progress with district heads

2. Clinical lead

The clinical lead plays an important role in getting buy-in, encouraging staff participation, and lending clinical perspectives to the Rounds process.

The clinical lead will work closely with the focal person to organize and promote the Rounds. They will serve as co-facilitator during the Rounds.

Clinical Lead Characteristics

The type of clinical lead chosen will vary by setting, but may include a senior medical doctor, nurse in-charge, or facility manager.

Characteristics include:

- Senior staff member
- Clinical experience
- Some facilitation experience
- Staff respect



Time: 3-4 hours per month. This time is taken up primarily by helping to find panelists and preparing scenarios (1 hour), and co-facilitating the Round itself (1.5 hours).

Responsibilities

1. Help identify panelists and prepare scenarios
2. Co-facilitate the Rounds
3. Promote the Rounds and encourage staff attendance
4. Demonstrate compassion and neutrality during the Rounds
5. Contribute clinical experience and help others reflect on their experiences



3. Notetaker

A notetaker is selected prior to or at the beginning of each Round on a volunteer basis. The notetaker summarizes key learnings and feedback collected after each Round.

Responsibilities

1. Capture key learnings from each Round
2. Collect feedback sheets after each Round
3. Create key learnings posters after each Round



Time: 2-3 hours per month. This time is taken up primarily by attending a Round (1.5 hours), collating data from the feedback forms (.5 hours), and creating a key learnings poster (.5 hours).



4. Steering group member

The steering group will help oversee the Rounds, promote the Rounds to staff, and help the focal person find panelists for Rounds. Around three district staff should serve on each district's steering group; this number can be revised up or down based on the context and needs. One representative from each of the participating health facilities will also serve on the steering group.

The steering group will meet once before the Rounds begin, once after the first Round is held, and every few months as needed for the duration of the activity.

Responsibilities

1. Attend steering group meetings
2. Help select themes for the Rounds, as needed
3. Help identify panelists, as needed
4. Support proper functioning of the Rounds
5. Support the focal person as needed
6. Promote the Rounds and ensure participation
7. Share ownership of the Rounds



Time: Average of 1-2 hours per month. This time is taken up primarily with attending steering group meetings, identifying panelists, and attending the Round itself.



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