

Team Communication Planner

Discussion questions:

What is important to understand about our current practice that already supports team/inter-professional communication and team care? What will need to be adjusted?

How do we currently communicate effectively? Team meetings, huddles, written messages, hallway consults?

When and how do we want to do routine (planned) communication about our patients? (Email, phone, face-to-face, Skype)

How do we want to handle urgent patient issues (interruptions)? What is an urgent issue?

What information is needed for patient discussions? What is sufficient, what is excessive?

Who gathers this?

What format/template would we like to use to present information for discussion and decision-making? Are there EHR tools to use?

What communication barriers do we need to be aware of and plan for specifically? (Hierarchy, time pressures, assumptions, etc)

How will we know if this plan is working well for *all* of us?