Reflective Meeting Information Sheet for Staff

**Frequency:**

Reflective meetings will be conducted approximately every quarter with the \_\_\_\_\_\_\_\_\_\_\_ teams. Each discipline will present approximately once every 12 month period

**Dates and Presenters allocated**

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..

**Topics:**

The topics to choose from are:

* ..
* ..
* ..

**Format:** Each reflective meeting starts at .. and ends at ...

A format sheet is attached to help provide structure and timing to the meetings.

There should be a maximum of two presenters on the day who present on behalf of the group. The other group members will be in the audience and will be able to help participate in promoting discussion and reflection points. A scribe from the group should be nominated for note-taking. The document is then given to the chairperson to ensure follow-up at the following meeting.

Suggested timings are:

The chairperson of the meeting will review the action plan raised from the previous reflective meeting. Follow up/changes to current practice will be presented to the group.

10-15 minutes spent on background, literature and research

20 minutes for case studies

20 minutes for discussion

5 minutes to document action items

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| **Reflective Meeting Date:** |  |
| **Reflective Meeting Topic:** |  |
| **Presenting Disciplines:** |  |
| **Review of action areas identified in previous reflective meeting:** | *It is important that 5 minutes at the start of the reflective meeting is spent reviewing any follow up actions from the previous reflective meeting. As such it is important to ensure that follow up actions are identified and documented in each reflective meeting.- PRESENTED BY CHAIRPERSON* |
| **Background + Literature/Evidence Findings**:  Prompt Questions:   * What is the problem and how does in affect users * What are the challenges * Is there any information about health competency in this area * What does the research suggest is best practice   *THIS SECTION SHOULD ONLY BE* ***10 - 15 MINUTES IN TOTAL****, IT IS DESIGNED TO PROVIDE A BRIEF CONTEXT TO THE ISSUES AND WHAT WE KNOW ABOUT IT* | |
| **Case Studies:**  *1-2 case studies that highlight issues related to your chosen topic and focus area should be discussed*  *UP TO* ***20 MINUTES*** *SHOULD BE SPENT ON DISCUSSING THE ISSUES RELATED TO THE USERS CHOSEN.* | |
| **Discussion and Reflection Points:**  *From the background/literature and case studies the presenting team need to identify some questions and points of discussion to lead a* ***15 - 20 minute discussion*** *with the group. The aim of this is to then get some action items so that we can reflect and then improve on our practice*  *A handout on how to lead discussions is attached to help with preparation.* | |
| **Documentation of Action Items:** (5 minutes)  Actions for follow up + person/team responsible for follow up | |