**Organizing Rounds**

Describe how you would organize rounds for your team:

1. Would you discuss some or all patients in a conference room prior to going to the bedside? Why or why not?
2. Would you take the whole team together to see all patients? Only some patients? If only some, how would you decide which patients?

**Setting team expectations**

Pick a type of service and outline what you would discuss with the team if you were the attending. This could be a consult service, a floor team, or an ICU team. Outline the guidelines/expectations that you would give your team on the first day, with the goal of helping rounds run efficiently and helping the trainees keep their thoughts organized. The structure provided here and the bullet point topic ideas are just suggestions to get you started. You don’t have to address each item mentioned, and you can choose to address other things or use an entirely different format.

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| **Type of service:**  |
| *The topics listed below are just ideas on what you might consider covering. They are not meant to be required or limiting.* |
| **Before Rounds*** *Start time of rounds*
* *Do notes need to be done before rounds?*
* *When to call consults?*
* *Different expectations for different levels of trainee?*
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| **During Rounds** |  |
| Presentations* *Any specifics on how you want the case presented*
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| Orders* *Should someone be entering orders during rounds and if so, who?*
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| **After Rounds*** *Communication with other teams*
* *Timing of notes being finished*
* *Specific guidelines for notes*
* *Any guidance on prepping discharges for the next day*
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| **Other** |  |