

## **Team Meetings**

Team meetings for *Columbia* campuses are scheduled monthly for one hour (0830 – 0930) and will be held the second Thursday of every month. Due to family vacations and holidays, there will be **no** August or December meetings unless specifically indicated.

Team meetings for the *Mount Vernon* campus will be scheduled monthly. Tele-health technology will be used to encourage facility team leads and team coordinator to participate.

Team meetings are important and attendance is required for 50% of total yearly meetings. Excused absences will be approved by the individual's facility team lead.

Team meetings will provide:

1. Reflection & review of the successes and challenges from previous month's encounters.
2. Provide ongoing educational programs.
3. Establish a forum for the exchange of ideas and brainstorming.
4. Support fellow team members when necessary.
5. Increase team cohesion. Provide an opportunity for members to network more effectively.

Meeting minutes will be distributed electronically as soon as possible after each meeting by facility team leads/designees.

## **Monthly Meeting Structure:**

1. Spreading the word
2. Encounters- we discuss each encounter as a team to identify areas of concern and to recognize areas needing additional support.
3. Discussion
  - a. Grief and Bereavement
  - b. Moral Distress
  - c. Introduction to A Stress Management Model