

## HELP ME GROW ROUNDTABLE MULTIDISCIPLINARY COLLABORATIVE

### ROLES AND COMMUNICATION GROUND RULES

#### Partner Roles:

1. **Collaborative Confidentiality:** What is said in case conference is confidential and should not be shared. Only the presenter or agreed upon person working with the family should provide feedback to the family about the wrap around service support plan. The feedback should not include comments about who said what.
2. **Patient/Client Confidentiality:** Refer to assigned Roundtable case numbers and use only first names. The presenter is responsible for obtaining a verbal or written consent from the family to participate in the HMG Roundtable Multidisciplinary case conference. The presenter is responsible for sharing a copy of the consents from First 5 San Mateo, and agency specific authorizations to release information with the family. Signed consents or verbal consent attestations must be sent by secure email to [HMGRoundtable@stanfordchildrens.org](mailto:HMGRoundtable@stanfordchildrens.org) before the scheduled presentation.
3. A referral form identifying the problem or barrier, agencies involved, known barriers to care will be completed and sent securely to [HMGRoundtable@stanfordchildrens.org](mailto:HMGRoundtable@stanfordchildrens.org). The information from this form will be shared with the RC members before the meeting.
4. Roundtable Collaborative members will work with the HMG Roundtable Coordinator to schedule case presentations.
5. Twenty minutes will be allotted for case presentations. The presenter will start with a statement of the problem and any pertinent background information. Other agencies may contribute pertinent information to the presentation of the problem. Collaborative members may ask clarifying questions and will contribute to the identification of barriers related to the case. Collaborative members will contribute to the development of a wrap-around support plan if indicated.

#### Communication Ground rules for Collaborative Partners:

- a. Communicate only necessary information pertinent to the problem or statement of need and barrier discussion
- b. Mutual Respect for all opinions and ideas
- c. One speaker at a time
- d. Communicate with respect, attack the problem not the person
- e. Stay on task and avoid side conversations
- f. Use the Chat box for comments (assign someone at meeting to monitor Chat box)
- g. As much as possible try and have video camera on for meeting to improve the flow of communication in the group (signal turn to speak, read nonverbal communication)