

Quality Improvement Framework

Section 5 – Reflective Practice

Subsection: Team Meetings

Guidance Notes	Reflective Questions	Resources	Your Evidence
<p>Time to come together as practitioners and reflect on practice is invaluable.</p> <p>Whilst team meetings can be considered a chore after a long day at work, practitioners need to be reminded of the advantages of coming together with their colleagues to engage in professional discussions.</p> <p>It provides an ideal opportunity to explore identified areas for improvement, agree next steps and ensure that communication is effective amongst the team.</p> <p>An agreed agenda that is circulated prior to the meeting will allow practitioners to prepare how they will contribute to discussion/activities and consider any key points they would like to raise.</p> <p>It is important to be realistic with your agenda. Having too many items to discuss can dilute meaningful opportunities for discussion and can result in key issues being overlooked.</p> <p>Should you find that the agenda for meetings is becoming unmanageable, you may need to consider how frequently as a team you meet and whether shorter more regular meetings would be more effective.</p> <p>A chair should be allocated to lead the meeting and someone identified as being responsible for capturing minutes or actions agreed.</p> <p>The learning styles and personalities of practitioners should be taken into account when planning a team meeting.</p>	<ul style="list-style-type: none"> • How frequently do you meet as a team? • Do you meet as a whole team or do you have room meetings? If so, how do you ensure that key actions are communicated across the wider team? • What are some of the barriers for practitioners in attending team meetings? How are staff supported in overcoming these barriers? • How much notice are staff given of a team meeting and the agenda? • Is there an identified agenda? • What are the pros and cons of not having an agenda? • Are all practitioners able to contribute to the agenda? • How do you encourage all staff to contribute to the team meetings? • How versatile are the activities planned within each team meeting? Do they take in to account the learning styles and personalities of the individuals attending? • How do you share key messages with practitioners that are unable to attend the meeting? • Do staff fully engage in team meetings? Are they enthusiastic or motivated to contribute? If not, why? How could they be better supported to do so? 	<p>Q Cards</p> <p>Team Meetings – see leadership and management section.</p> <p>All Q cards are of relevance to team meetings. They are a reflective tool that can be used as an activity to focus discussion.</p> <p>Cards can be chosen at random or can be selected from the index based on agenda items.</p> <p>Training</p> <p>Useful Links</p>	<p>Guidance note: Remember to date your evidence to allow you to revisit and review relevance.</p>

<p>Are they practical learners? Are they visual learners? Do they feel confident talking in a group or would they work better in pairs? Do they prefer to read through information and discuss? Do they have to 'do' something to consolidate their thinking? The activities prepared should allow for these differences, ensuring that as much meaningful discussion and progress can be made as possible.</p> <p>All staff should be encouraged and supported to contribute.</p> <p>Where solutions or actions are identified, they should be documented to allow the team to monitor and review progress made. Good practice would allow for progress of all previously agreed actions to be reviewed at the proceeding team meeting. This would allow the team to identify any actions not yet met. The reason why can then be discussed and further next steps identified. It will also provide an opportunity to acknowledge progress and ensure that positive improvements are recognised.</p>	<ul style="list-style-type: none">• Are discussions focused and solution based?• Are next steps or actions agreed documented? If not, how do you ensure that progress is made?• If minutes/actions are agreed, how are they monitored?• How do team meetings contribute towards effective communication within the team?• Are your team meetings considered effective/worthwhile? If so, how? If not, why?• How do you ensure that team meetings are effective in contributing to quality improvements?		
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