

Supplementary material 7: Selected guidance from PoCF handbook/website on key roles, contract requirements

Guidance on how to set up and run Schwartz Rounds is provided in the PoCF handbook (2013), is on the PoCF website, and is reinforced during training and via PoCF mentors.

The facilitator role is usually taken by someone who has a psychosocial role within the healthcare organisation, such as a psychologist, social worker or nurse (PoCF handbook, 2013).

The type of professional selected for this role varies with setting, in acute trusts the clinical lead is likely to be a senior medic, whilst in community trusts, they should be chosen to reflect the particular staff profile.

The core team of key actors is assisted by a steering group comprised eight to 12 members of staff from multiple clinical and non-clinical disciplines. In considering membership of steering groups, organisations are advised to include a diverse cross-section of the organisational staff in terms of levels of seniority and departments, (eg. Board members and senior clinicians, nurses, psychologists, chaplaincy staff, staff and patient engagement leads, facilities managers, Human Resource managers, heads of medical specialities) (PoCF handbook, 2013).

As part of the contract between Rounds sites and the PoCF, organisations agree 'to keep format, integrity and regularity of Rounds' and provide food (see Chapter 2 for more on differences between implementation in practice and implementation as per PoCF contract). PoCF contract stipulates that Rounds should be run at least six times a year in small organisations and nine times a year in large organisations.