

Setting up for Rounds (Physician Team/Learners)

1. Team sets up in Assigned locations

- Staff may join teams in assigned location OR join from personal office/home
- **When sharing a Hospital meeting room, please adhere to COVID-19 physical distancing recommendations**

2. Team members use personal device to sign into virtual rounds

- We recommend the use of personal devices, including laptops and tablets, to join the videoconference meetings since no information will be stored on the device. Joining by phone is discouraged as it could introduce security risks.
- Desktop computers may also be used (if enabled with webcam, speaker and mic).

3. Optimizing Sound for Virtual Rounds (for Residents)

- All participants join the videoconference meeting on personal devices with Video only. Mute speaker/mic on your laptop/tablet.
- Only one participant joins audio and serves as the mic and speaker for the room.

Note: This optimises sound quality for participants sharing a meeting room and means participants do not need to remember a headset for rounds. With this set-up, however, the videoconference will not adjust to show the person speaking. Therefore, the Share Screen function should only be used to share content temporarily when required to support shared understanding (e.g. show growth chart, x-ray etc).

Instructions for sound setup:

- All participants should join the videoconference meeting with Video only, so there is a clear picture of their face on screen for nursing / families to see.
- All participants in the room should mute speaker/mic on your personal laptop, and within the videoconference program/app
- One participant should joins the videoconference using the meeting room speaker, using Audio and Video, and serve as the mic and speaker for the room.



Audio and Video Etiquette for virtual rounds

- Ensure you are in a private location if possible, without the risk that others may overhear (patient privacy).
- Aim for a plain background and lighting that allows others to see your face clearly on-screen.
- Keep your camera on.
- **Ensure your display name reflects your profession / role** (e.g. **Staff Physician** - Dr. Kim, Resident – Dr. David, **Pharmacist** – Sally Smith). You can update their displayed name when logging into a meeting – or after joining, by right clicking your name at the bottom left corner of your picture and selecting “Rename” from the popup menu.
- Join the meeting a few minutes early to support starting on time.
- Facilitate virtual family centred rounds as you would in-person family centred rounds