

Get the ball rolling: ways to conduct effective radiology meetings

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Background

39% of people who attend meetings report feeling sleepy or doze off.

Sometimes, attendees feel that a large portion of the time spent during a meeting is wasted.

A variety of factors can contribute to a successful and productive meeting, which is in everyone's interest.

We highlight several strategies and best practices that may improve the effectiveness and outcomes of meetings.



Methods

We searched literature that explored the best practices for conducting meetings and synthesized them to provide recommendations for radiology meetings.

The common theme was that efforts must be made before the meeting takes place.

Meeting structure

Use of structures dedicated for various types of meetings can improve effectiveness and outcomes.

1) Status update meetings

2) Decision making meetings

3) Innovation meetings

4) Information sharing meetings

5) Problem solving meetings

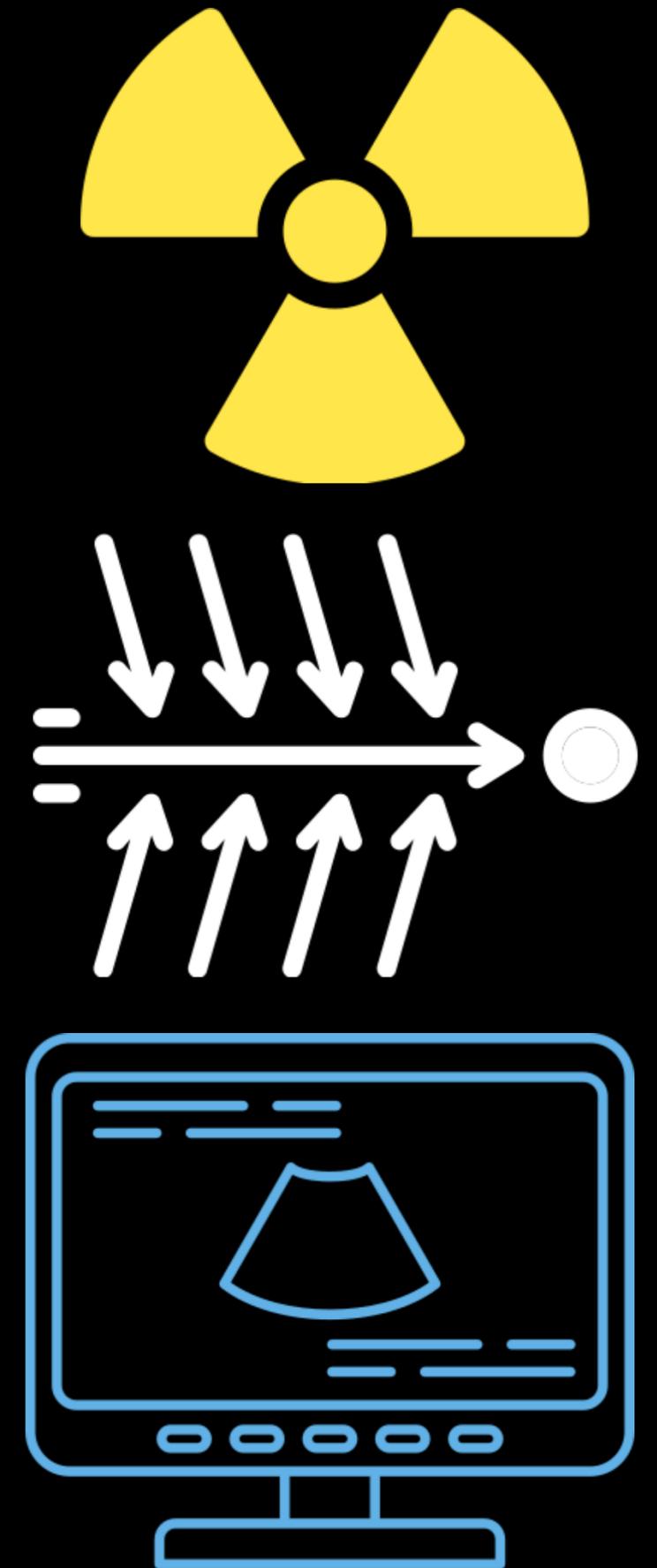


Meeting structure

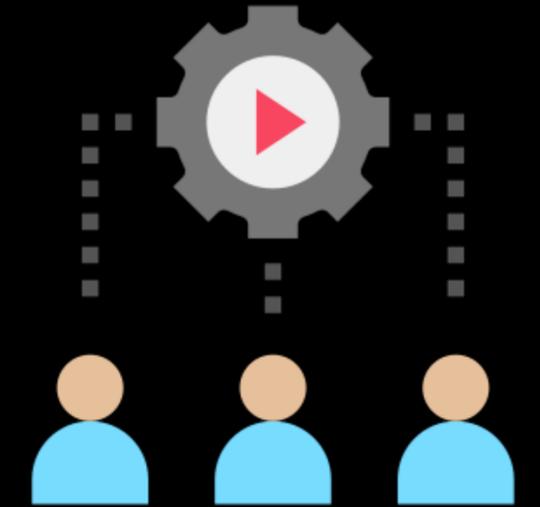
Additional examples of structures include:

1) Root cause analyses (RCAs) or "SWARMS" for analyzing sentinel or adverse events such as contrast reactions or excess radiation dose.

2) "Sprints" during agile development of information technology changes in radiology and information systems (RIS). Examples include: upgrading PACS or merging imaging systems from newly acquired hospitals.



Participant role



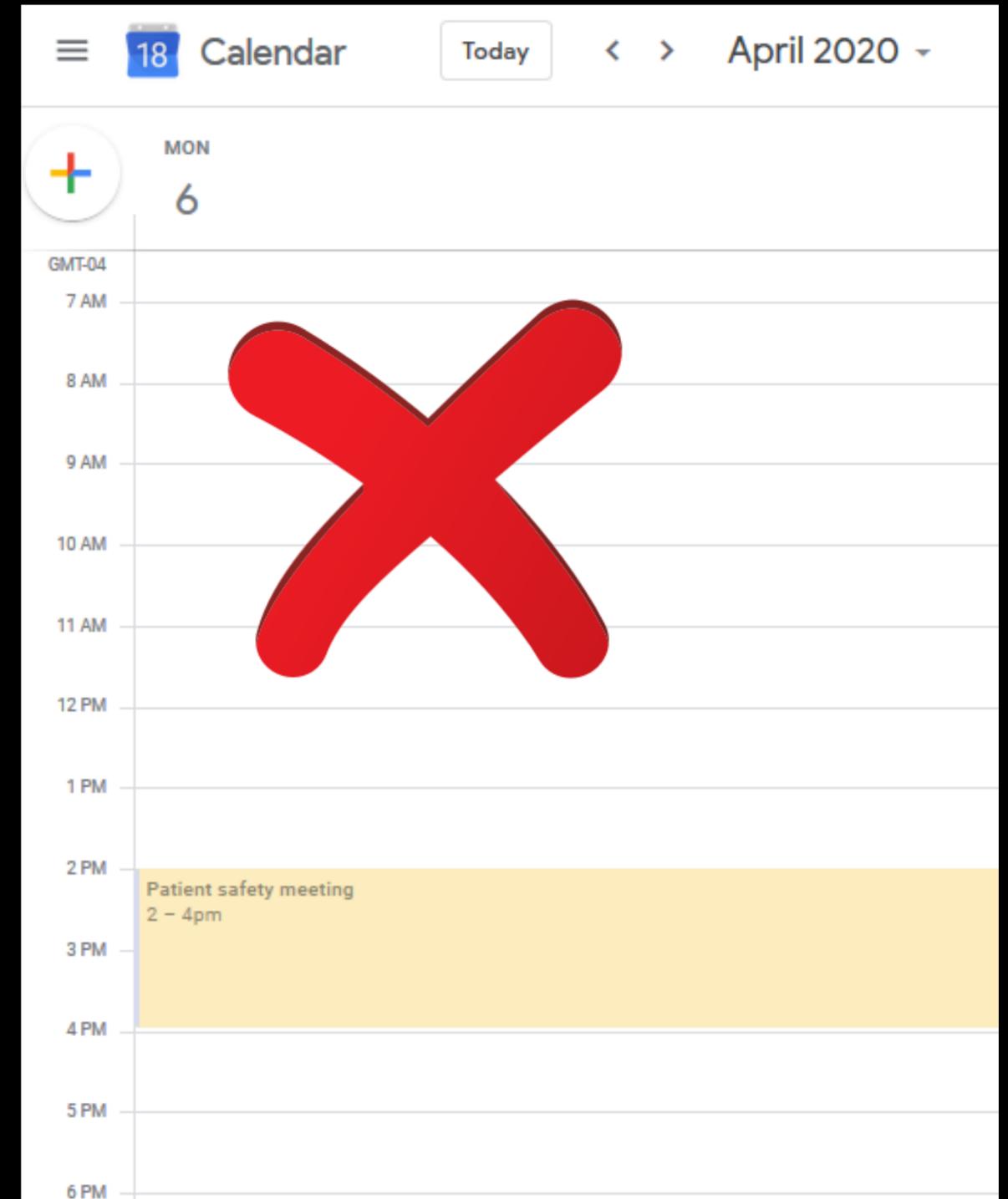
Establish the role of meeting participants.

Why do they need to be there? What value will they add?
(radiology resident, QA and patient safety, department chair, IT staff, business and operations)

Meetings are more likely to be productive when people know and understand their roles.

Scheduling meetings

Avoiding Monday morning meetings allows attendees to settle into their work and gives them extra time to prepare for the meeting.



Agenda

Disseminating a written agenda to attendees in advance provides them a preview of the meeting and can prevent vague discussions.

Having a template for creating an agenda is useful for specific meetings that occur weekly or more frequently.



During the meeting

Start with the most important agenda item.

This not only helps tackle the "elephant in the room", but also improves retention.

Listeners remember content from the beginnings and ends of meetings. Discussing important topics in the beginning also discourages latecomers!

Having an awareness of the elapsed time can re-align discussions to the agenda and prevent delays, which can lead to opportunity costs in patient care and other clinical responsibilities.



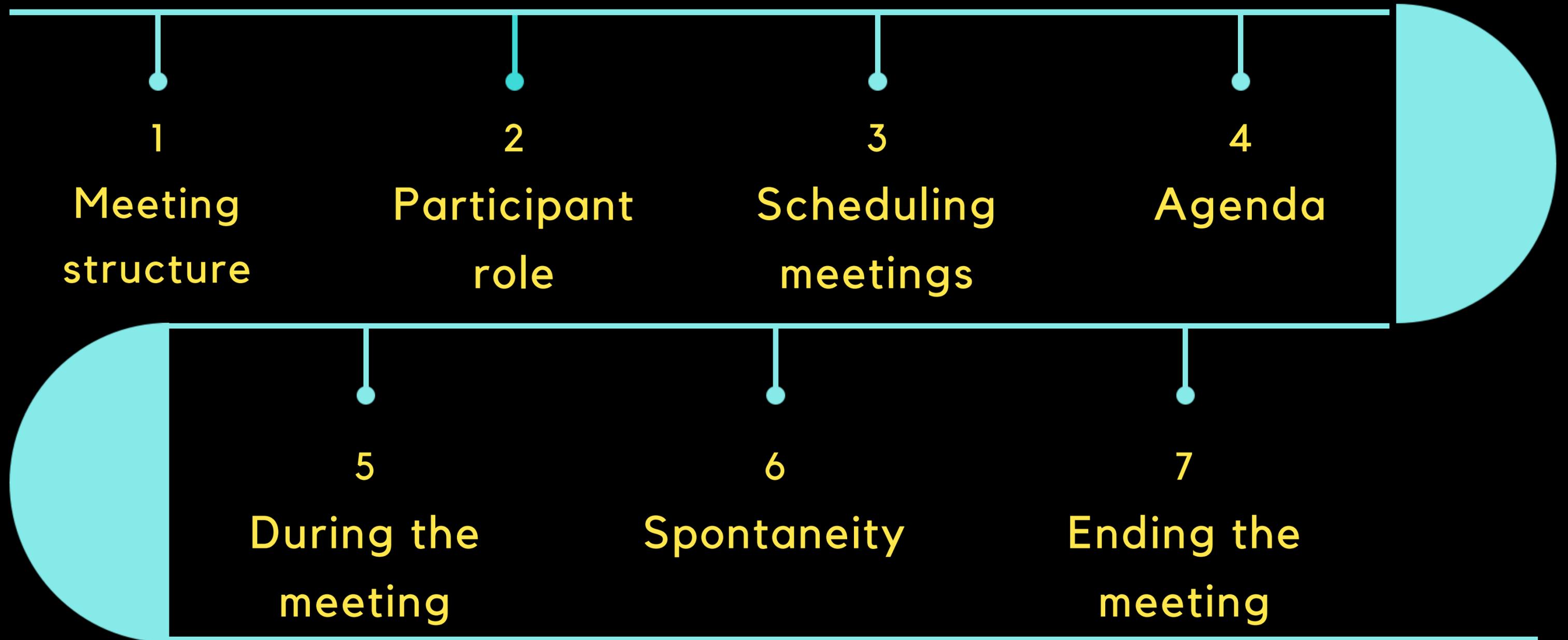
Ending the meeting

Recap the outcomes of the meeting.

This is analogous to a “Take home points” slide seen in radiology lectures.

Email parking lot chart with clear action items to participants after the meeting.

Take home points



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Animations were used from www.Canva.com program.

Thank you

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