

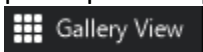
## Starting Rounds (Physician Team/Learners)

One of the **Attending Physician or the Senior Resident** must login and start the videoconference meeting before the rest of the team can join - the instructions below are specific to Zoom:

### 1. Login to Zoom using your Team's Zoom account

Enter the Team Zoom account information (login and password) provided to you in the virtual rounds meeting invitation via Outlook:

- Find "Virtual Family-Centred Rounds" in the list of meetings for "today".
- Click "**Start**" to start the meeting – you will be the meeting host by default.
- At the prompt, click "**Join with Computer Audio**"
- Before admitting participants to the meeting, make sure you are in **Gallery View** to see as many participants as possible. Click the icon in the top right corner



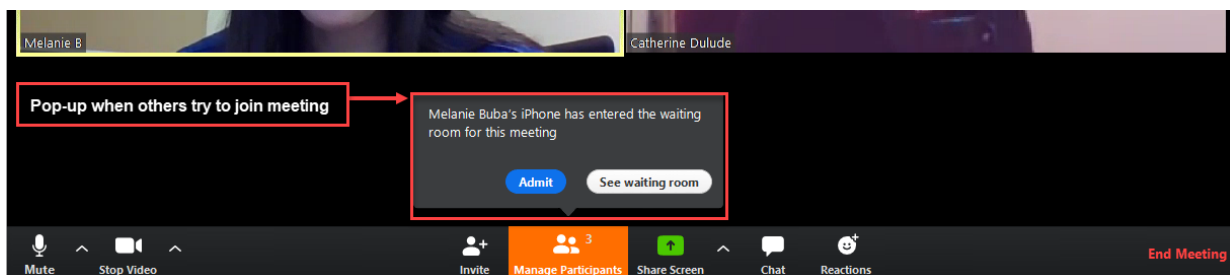
### 2. Admitting participants to the meeting

The meeting host is responsible for allowing participants to join the meeting:

- As each participant logs in, you will hear a doorbell sound and see a pop-up telling you who is trying to join.
- Click "**Manage Participants**" on the menu at the bottom of your screen



- The Participant(s) list will appear in a pane to the right and show you all participants who are currently in the "Waiting Room"
- If there are participants already in the "Waiting Room" hover over their name and click "**Admit**" to let them join the meeting

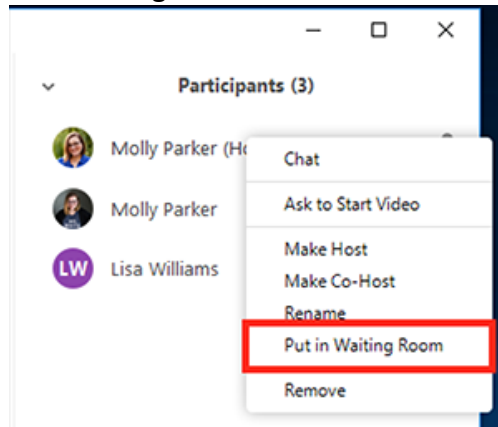


- You may see a phone number, instead of a name, if participants are not connecting from a zoom account (e.g. are calling in or using Zoom in guest mode from their mobile device)
- When admitting a user that does not show a name, be sure to positively identify this person before continuing the meeting
- You can also message participants in the waiting room (e.g. "I will admit you in a few minutes", "Please update your display name so I know who is joining the meeting")

➔ **Hosts and Co-Hosts can** (by clicking **More** next to a participant's name):

- **Mute participants** microphone or camera (e.g. if nurse forgets to mute the mic before handing the tablet back to the Unit Clerk)

- **Rename participants**
- **Return a participant to the Waiting Room** by clicking “Put in Waiting Room”
- **Remove a Participant** – this is a security feature and prevents participants from re-joining the meeting.



### 3. Coordination with Inpatient Units

- **Teams should start the Zoom meeting 15 minutes before vFCR scheduled start time and connect with the unit clerk to get the rounding schedule** of nurses/patients.
- **Average round time is ~10 min per patient** (4-7 min per patient + transition time between nurses, acknowledging stable patients may only take a few minutes and new/high acuity a bit longer).
- As the team is **rounding with the last nurse** on the current ward, a team member will be assigned responsibility for **phoning the next ward** so that they have sufficient time to log into Zoom and prepare the nursing team for rounds (if applicable).
- If the Team is running late they should contact subsequent ward(s) and provide updated start time for rounds on that ward (if applicable).
- **Participate in virtual rounds following the Family Centred Rounds Standard Content**

### 4. Reassigning Host Responsibilities

- If the Attending Physician and/or Senior leaves the meeting, hosting responsibilities should be transferred to someone – if a new host is not assigned one will automatically be assigned by Zoom.
- Hosting responsibilities can be assigned to another participant at any time by clicking “**Manage Participants**” and hovering over the participant’s name. When the drop menu appears, click “**Make Host**”

### 5. If the Attending Physician needs to change the time of Rounds

- The Attending Physician/Senior must **start** Virtual Rounds within the time blocked off for rounds – Zoom meetings will not be cut-off if they run over the scheduled time.
- Communicate with colleagues and wards that rounds start time has changed
- If anyone tries to join the Zoom meeting before the host (the Attending Physician or Senior) they will get a pop-up that the host has not started the meeting and they are in the “Waiting room”.