

# Appendix 18: Sample Midwife/Provider Meeting Agenda

Include the Vision, Mission, Values and Foundational Agreements at the top of the agenda to remind everyone that all topics and decisions align with vision.

Note that topics and discussion items may vary by meeting.

Topic	Discussion Points
Introductions and welcome (start on time)	<ul style="list-style-type: none"><li>• Identify the leader of today's meeting</li><li>• Identify the time-keeper of today's meeting</li><li>• Identify who is taking the minutes for today's meeting</li></ul>
Ice-breaker (be brief and give everyone the opportunity to participate)	<p>Brief check-in:</p> <ul style="list-style-type: none"><li>• Share a reflection (often done in faith-based organizations)</li><li>• Share a mission moment</li><li>• Share a strength you have observed in one of your colleagues</li></ul>
Clinical topics	<p>This might include any of the following:</p> <ul style="list-style-type: none"><li>• Current patient case review: Often specific to patients requiring physician collaborative care or patients that the team has concerns about (potential shoulder dystocia, worsening laboratory results, psycho-social issues impacting a patient).</li><li>• Chart audit review: If this is done routinely, use this meeting to share results of what's working and what isn't working. For example, timely laboratory testing, immunizations or patient education.</li><li>• Focus on a specific clinical issue: Is there new evidence, a new ACOG clinical bulletin or new hospital policy that needs to be discussed?</li><li>• Clinical guest: This may include someone from the laboratory to talk about newly available testing, someone from the hospital to provide an update on hospital issues or an outside doula, childbirth educator or vendor.</li></ul>
Quality topics	<p>This might include any of the following:</p> <ul style="list-style-type: none"><li>• Update on perinatal outcome indicators</li><li>• Information or update about current or new performance improvement topics</li></ul>
Practice volume	<ul style="list-style-type: none"><li>• Review volume of New OB patients, how many patients are due the coming month, delivery volume</li></ul>
Practice outreach efforts	<ul style="list-style-type: none"><li>• Provide an update about who has been doing outreach to whom and the results. It may be helpful to share how many referrals you have obtained from other providers or community agencies.</li></ul>

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Practice financial performance	<ul style="list-style-type: none"><li>• Information can be shared by the office manager in a physician practice or someone from the finance team in the hospital.</li><li>• Include budget comparisons to actual revenue and expenses.</li><li>• Providers should have an opportunity to give input and ask questions</li></ul>
Other practice business matters	<p>This can include many items such as:</p> <ul style="list-style-type: none"><li>• Supply or equipment issues</li><li>• Marketing efforts for the midwifery practice</li><li>• Patient education materials</li><li>• Changes in contracts with health plans</li><li>• Changes in practice operations<ul style="list-style-type: none"><li>• Scheduling patients</li><li>• Patient flow</li><li>• Ultrasound responsibilities</li><li>• Laboratory processes or vendors</li><li>• EHR issues</li></ul></li></ul>
New business	<p>Occasionally there is new business. If there is not time to address this new business, move it to agenda for the following meeting. Ask if practice members need information about the topic before the next meeting so they have time to read and prepare</p>
Next steps and action items	<p>Provide detail of any follow-up items including:</p> <ul style="list-style-type: none"><li>• What action needs to occur?</li><li>• Who is responsible?</li><li>• What is the timeline?</li><li>• If resources are needed, how will they be obtained?</li></ul>
Next meeting date, time, and location	

*Consider archiving this agenda template in a shared drive that can be accessed by all providers*