



# Meeting guide for Reflection Meeting

about technology and health care practices

# Why Reflection Meetings?



## **Firstly – what is a reflection meeting?**

It is a meeting with an explicit goal to reflect on issues together as a team. The subject of the collective reflection may be chosen beforehand. In this case, the subject of the reflection meeting is technology and health care practices.

## **Now – why reflection meetings?**

We are all experiencing situations, where new technologies are to be implemented in health care practices.

This can affect both the individual HCP, the citizen, the patient and their relatives. The different perspectives and opinions on the matter may create a need for collective reflection.

## **Goals of this reflection meeting**

- to uncover current challenges and opportunities with new technology in the department
- to gain a nuanced understanding of how technology affects our task and role
- to see new perspectives and new opportunities for action
- action to strengthen professionalism and community

# Framework of the Reflection Meeting



- Duration: 1 hour
- The chairperson controls the meeting, keeps to the time, summarizes and asks questions
- Agenda:
  1. share thoughts and experiences from the digital learning process/module
  2. "reflection exercise – expectations and concerns" (40 min.)
  3. summary: decision and next steps (5 min.)
- Before the meeting, the chairperson will prepare a brief status of the technology that is the focal point of the reflection exercise (is it in use? Who uses it? for what? Is there a decision on further work with the technology? etc.)

# Reflection Exercise – Expectations and Concerns



Time	What	How
15 min.	Share thoughts and experiences from the digital learning process/module	All together. You can use learning material from the DELIVER project found here <a href="https://project-deliver.eu/deliverables">https://project-deliver.eu/deliverables</a> as a starting point of the discussion
5 min.	Introduction by chairperson of meeting to the framework of the meeting and the reflection exercise	Chairperson prepares a brief status of the technology that is the focal point of the reflection exercise
5 min.	Write down your positive expectations and your concerns on post-it notes	Individually – one subject per post-it note
10 min.	Participants share their thoughts – ask for background	In teams of 2
10 min.	Place the completed post-it notes on a wall	All together. 'Positive expectations' to the left side and 'concerns' to the right side
15 min.	Takeaways on how we as a workplace/group relate to technology and will move forward	Questions to help the discussion: <ul style="list-style-type: none"> <li>• What is on your mind regarding this matter?</li> <li>• Have we caught sight of perspectives that we were not aware of before?</li> <li>• What are good actions that we can take to address concerns going forward?</li> </ul>

# Example of Agenda



1. Share thoughts and experiences from the digital learning process/module
2. Reflection exercise – expectations and concerns
3. Takeaways: decisions and next steps