



Team Check In

Team check-ins (also known as Peer Led Debriefing) is something that can be used in Long Term Care Homes to help health care staff after someone in the Long Term Care Home dies.

Checking in with the team is one thing that people can do to help them deal with an emotionally stressful event. Although a check in is not therapy, it is therapeutic and allows staff to acknowledge their grief and loss in their own way. It is a home driven process and does not require any external facilitators to lead it. It is most beneficial when team check ins are incorporated into a routine. Health care teams can adapt the INNPOT model to fit the needs of the team members.

Ground Rules:

- No one is forced to talk
- All staff are encouraged to participate from start to finish
- Everyone is treated equally
- There are no wrong or right answers
- No interruptions are permitted (e.g. cell phones)
- Differences in opinions are expected and valued
- Session is led by a staff member

INNPOT Model As Guide:

- **I** –Introduction
- **N** –Need to say
- **N** –Need to do
- **P** –Plan
- **U** –Understand
- **T** –Thank everyone for sharing



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Team Check-In	Phrases or questions that you might use	Things to Note
Introduction	<ul style="list-style-type: none"> I wanted to meet here with you because I just heard about (name of person) death. 	
Need to Say	<ul style="list-style-type: none"> I am wondering if any of you would like to share some memories or thoughts about (name of person)? Is there anything that you need to say about (name of person) care? 	Ask what the team members might need to say/ask right now.
Need to Do	<ul style="list-style-type: none"> <input type="checkbox"/> I am wondering if it is okay to maybe go around within the group to check in the see what you might need to help you manage through the next 24 hours. <input type="checkbox"/> Listen to yourself and make sure you take care of yourself and give yourself what you need. The most important thing is that you do what you need to do to care for yourself over the next few days. 	<p>Ask what the individual team members needs right now –i.e. physical/cognitive needs.</p> <p>Reinforce that the event has ended normalize reactions, and present follow up plan</p>
Plan	<ul style="list-style-type: none"> I wonder if it is okay if we go around the group and just have anyone who wants to, state what they might need or maybe what they will need to do when they get home and prepare for the next shift. Give examples of self-care such as: going to say goodbye to person/client at their home, ritual or ceremony, going to church or taking a walk, or spending time at home in private. 	Ask what the individual needs (anticipates needing) for the rest of the shift and the next 24 hours – assist where possible
Understand the Impact	<ul style="list-style-type: none"> We are getting close to our ending time and before we finish I would just like to remind you that what you have shared today (mention some of the things that were brought up) are perfect examples of how a death of someone that you care about needs to be acknowledged. I Hope you remember how you supported each other today and the great examples of what you are going to do to help you take care of yourself and each other. 	<p>Normalize reactions</p> <p>Assist the team to formulate a care plan</p> <p>Pull examples from the discussion.</p>
Thank You	<ul style="list-style-type: none"> I wanted to thank all of you for meeting. I hope it is okay if I check in over the next few days with you to see how things are going and if there is anything else, you might need. Use this time to follow through on any immediate plans – such as saying goodbye or rituals. 	Stick around the room just in case someone might want to speak with you one on one.



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