Once you have identified your team members arrange to have at **least one** meeting before introducing the AMBER care bundle.

By bringing team members together to pursue a common focus, better decisions, commitment, support and implementation can result.

**Conducting the initial team meeting**

The aim of the meeting is to:

* Introduce all team members (including Executive Sponsor and coordinator)
* Identify key people to involve early
* Discuss what would be the local issues or obstacles to implementing the AMBER care bundle e.g. particular people or policy that may be stumbling blocks
* Discuss and agree on some strategies for managing those issues
* Discuss any process issues re eMR – if you don’t have eMR who will be doing the data entry and collection

**What to consider in the discussion**

To aid the discussion bring a case study of a patient who died in the facility / ward that might have been appropriate for the AMBER care bundle and how the management of this case may or may not have changed.

In the discussion consider and answer these questions as a team

The Multidisciplinary team

* Do you currently address patient care planning in multidisciplinary rounds?
  + What works well?
  + What could be improved?
  + Who participates?
* If you do not do the above, why not?
  + What will it take to implement such rounds?
  + Who will be supportive?
  + Where might resistance be encountered?
* What are the roles and responsibilities of members of the health care team, as related to developing patient goals of care?

Identifying the Patient

* How will you first identify that a newly admitted patient is in the target population for this project?
* How will the medical consultant be notified that a potential AMBER care bundle patient has been admitted?
* What secondary screening criteria will the consultant use to confirm use of the AMBER care bundle intervention with the patient?

**Measurement / outcomes**

* What metrics does the project team want to use to assess the impact of the AMBER care bundle?
* If you decide to collect the process measure associated with time-related activities, how will that happen?
* Who will be responsible for overseeing the measurement activities?

