

# Nephrologist Regional Roundtable Meetings

## Implementation Guide for ESRD Networks



**Regional Roundtable Operational Definition:** Regional Roundtables provide an opportunity for nephrologists who are interested in implementing either a Transitional Care Unit (TCU) or Telehealth program for Home Dialysis (HD) patients to learn and glean effective practices from other nephrologists and other practitioners who have implemented or sustained a TCU or Telehealth program. Regional Roundtables are modeled after [Project ECHO](#), which applies an “All Teach and All Learn” approach designed to meet the needs of the stakeholders within the Network’s service area(s). Ideally, these small, manageable-sized groups would become self-sufficient and provide the Network with periodic updates regarding their progress toward successful implementation of a new TCU or Telehealth program.

**Purpose:** This guide provides suggestions that End Stage Renal Disease (ESRD) Networks can use and adapt as needed to plan the implementation of Nephrologist Regional Roundtables within their service area(s). Networks may also collaborate with other Networks to increase efficiencies and spread of successful strategies.

<b>Recommended Actions</b> <i>(Some actions may need to be performed in parallel)</i>	
<b>Create the Plan</b>	
1.	Identify the team members who will plan and implement this guide and define roles and responsibilities (i.e., project lead, meeting facilitator, moderator, scribe, experts/mentors, etc.).
2.	Create the timeline/schedule for completing the required activities to host regional roundtables.
3.	Determine meeting specification requirements while considering availability of experts/mentors: <ul style="list-style-type: none"> <li>• Frequency of meeting(s) (e.g., monthly, bi-monthly, quarterly, etc.)</li> <li>• Meeting date(s)/time(s) (Choose optimal time for maximum attendance.)</li> <li>• Duration of meeting (e.g., 1–2 hours)</li> <li>• Format (virtual platform)</li> <li>• Target audience (nephrologists interested in implementing a telehealth or TCU program)</li> <li>• Number of attendees</li> <li>• Possibility of adding to annual in-person meeting or in conjunction with nephrology conferences</li> </ul>
<b>Recruit Experts Who Successfully Implemented a TCU and Telehealth Program to Serve as Experts/Mentors</b>	
4.	Identify nephrologists affiliated with dialysis facilities within the Network service area and other non-nephrology physicians who have implemented a successful TCU program and/or Telehealth program.
5.	Develop a recruitment plan that outlines the benefits of serving as an expert/mentor, including recruitment among peers to encourage their participation.
6.	Define goals and objectives, encourage experts/mentors to participate (especially those related to moving from implementation to sustainment) to share experiences such as successes, barriers, and lessons learned.
7.	Contact identified experts/mentors to invite them to participate in this capacity and execute agreement(s), as applicable.
8.	Convene a brief call with selected experts/mentors to discuss the goals and objectives of the forthcoming meetings.
<b>Invite Nephrologists to Attend Regional Roundtable Meetings</b>	
9.	Establish a plan to identify and invite nephrologists within the Network’s service area who are interested in implementing a TCU or Telehealth program for patients on or transitioning to HD. Examples might include: <ul style="list-style-type: none"> <li>• Administering a brief questionnaire to identify nephrologists and assess their level of interest and readiness, including potential implementation barriers.</li> <li>• Conducting focus groups to gauge interest and potential barriers to implementation.</li> <li>• Partnering with renal/nephrology professional associations and local chapters to promote participation.</li> <li>• Sending email invitations to all nephrologists regardless of interest.</li> <li>• Making phone calls to nephrology groups in your service area.</li> <li>• Presenting the concept to your Medical Review Board for recommendations, referrals, and support.</li> <li>• Encouraging nephrologists to invite their peers to attend.</li> </ul>

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## Recommended Actions

*(Some actions may need to be performed in parallel)*

### Plan Meeting Logistics and Content for Interested Nephrologists

#### Actions Prior to Roundtable Meeting

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| 10. | Create the Regional Roundtable meeting(s) or collaboratives using an online meeting platform (if the meeting is to be held virtually) once expert and interested nephrologists' schedules and venue(s) align.   |
| 11. | Send the meeting invitation 10–12 weeks in advance to secure everyone's calendar.   |
| 12. | Plan the meeting content and materials. This may include: <ul style="list-style-type: none"> <li>• The vision, goals, and agenda discussion topics for the meeting</li> <li>• Duration of topic discussions</li> <li>• Supplemental materials: <ul style="list-style-type: none"> <li>○ Evidence-based literature review of TCU and Telehealth programs</li> <li>○ Contact listing of participants</li> </ul> </li> <li>• Governance expectations and next steps for the sustainability of the group and follow-up meetings (i.e., designating a lead, notetaker/scribe, etc.)</li> <li>• Ground rules for participation</li> </ul> |
| 13. | Distribute meeting materials one week in advance of the meeting to help participants prepare for the roundtable discussions.  |

#### Actions During Roundtable Meeting

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| 14. | Present detailed vision, including goals and objectives for each meeting.                                      |
| 15. | Facilitate formal introductions of participants.   |
| 16. | Invite participants to share what they want to learn from the roundtable discussions.                          |
| 17. | Invite expert(s) to share their stories, including successes, lessons learned, and how they overcame barriers. |
| 18. | Ensure that everyone has an opportunity to contribute to discussion topics.                                    |
| 19. | Document discussions.  |
| 20. | Summarize next steps, including any follow-up actions and the schedule for subsequent meetings.                |

#### Actions After Roundtable Meeting and Next Roundtable Meeting

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| 21. | Set up the infrastructure to share meeting materials, citations of evidence-based literature, tools, sample documents, contact information, etc.   |
| 22. | Prepare and share the meeting summary. <ul style="list-style-type: none"> <li>• Determine if additional expertise needs to be added to the group.</li> <li>• Use a meeting evaluation to capture meeting feedback including, requests for meeting facilitation changes, topic recommendations, etc.</li> </ul> |
| 23. | Send the meeting invitation(s) for subsequent meetings to attendees.   |

#### Feedback Loop to ESRD Network and Suggested Metrics for Tracking Progress

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| 24. | <ul style="list-style-type: none"> <li>• Encourage each Regional Roundtable Group to share progress with the ESRD Network.</li> <li>• Encourage Nephrologists to share their involvement with their Nephrology colleagues at large.</li> <li>• Monitor progress of each roundtable group. Examples of monitoring can include the following: <ul style="list-style-type: none"> <li>○ Number of physicians and physician extender attendees by roundtable meeting</li> <li>○ Number of affinity groups created to focus on adapting Telehealth or TCUs</li> <li>○ Proportion of attending physicians and physician extenders by implementation stage (exploration, strategy planning, implementation design and transition, fully operational)</li> <li>○ Number of patients who used the new TCU or Telehealth service</li> </ul> </li> </ul> |
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