

Orientation for new Case Review Team (CRT) Members

Prior to the first review meeting:

- Consider implicit bias training for new team members. For a copy of “Improving Racial Equity in Fatality Review: https://www.ncfrp.org/wp-content/uploads/NCRPCD-Docs/Health_Equity_Toolkit.pdf
- Have members view the webinar: “Using Social Determinants of Health to Inform Fatality Review”: https://www.ncfrp.org/tools_and_resources/archived-webinars-presentations/
- Give each team member a packet of information. This should include a brief description of the FIMR program, FIMR staff and CRT rosters, the program mission statement, sample case summaries and forms, useful articles and other literature, the community resource guide if available and a glossary of technical terms. These materials can be presented to each member in a binder to which additional information can be added over time.

At the first Review Meeting:

- Have team members introduce themselves individually, telling their personal and professional backgrounds and current positions. Placing the tented name cards on the table beforehand will help distribute members around the table and allow members to link names and faces more quickly during the meeting
- Explain the need for absolute confidentiality and review the confidentiality protocol.
- Review the specific objectives for FIMR case reviews and describe how the review team will carry them out.
- Describe how case information is collected and summarized.
- Distribute the Guide for Case Review Discussion and perhaps a sample case, and discuss in detail the process for reviewing cases and making recommendations
- Review the roles of the CRT, to be the information processor and to develop recommendations
- Set CRT ground rules or consider a “Team Charter”.

