

## Safe Patient Handling and Mobility Toolkit – Tool 2g

To learn more about using this tool, refer to the Section 2 in the Safe Patient Handling and Mobility: A Toolkit for Program Development 2025 at: <https://www.nvha.net/safe-patient-handling-and-mobility-toolkit/>

### Tips for Effective Committees

Tips for Conducting Effective Meetings	
<b>Committee leader i.e., the SPHM Program Coordinator/Manager</b>	<b>Participants</b>
<ul style="list-style-type: none"><li>Start and End on Time</li><li>Clarify Meeting Purpose and Goals</li><li>Use an Agenda</li><li>Encourage Participation</li><li>Limit/Control discussion</li><li>Help Resolve Conflict</li><li>Clarify Action to be taken</li><li>Summarize Results</li></ul>	<ul style="list-style-type: none"><li>Listen and Participate</li><li>Be Open-Minded/Receptive</li><li>Stay on the Agenda and Subject</li><li>Limit or Avoid Side Conversations and Distractions</li><li>Ask Questions to Assure Understanding</li><li>Take Notes on your Action Items</li></ul>
<b>Blocks and Barriers to Effective Problem Solving</b>	<b>Creative Problem Solving</b>
<p>Try and avoid these common 'mental blocks' (feelings and attitudes) to creative thinking.....</p> <ul style="list-style-type: none"><li>Preference for existing ways of doing things</li><li>Difficulty in seeing familiar things in new ways</li><li>Approaching a problem with a closed mind</li><li>Judging too quickly</li><li>Inability to see the problem from various viewpoints</li><li>Inability to abandon an unworkable approach</li><li>Shallow, incomplete, or hasty thinking</li><li>Fear of asking questions that might show ignorance</li><li>Closed minded or inflexibility in thinking</li><li>Attitude of 'playing it safe'</li><li>Unwillingness to admit you 'don't know it all'</li><li>Deep rooted internal prejudices or biases</li><li>Negativity toward the new or novel</li><li>Fear of failure, ridicule or being different</li><li>Low tolerance for ambiguity</li></ul>	<ul style="list-style-type: none"><li>Think in terms of options and alternatives</li><li>Test new ideas and challenge assumptions</li><li>Get outside of the normally accepted boundaries of the problem</li><li>Set aside preconceptions about what is possible</li><li>Play with an idea and see where it might take you</li><li>Don't stay with the familiar</li><li>Be open to ideas that are not your own</li><li>Don't be too quick in evaluating an idea or dismissing it</li><li>Build off each other's' ideas</li><li>Combine existing ideas to form better alternatives</li><li>Support ideas that are new or different</li><li>Don't follow the rules or "be practical"</li><li>Question the way things are done now</li><li>Be spontaneous</li><li>Kill off "Idea Killers"</li><li>Ask "what if"</li></ul>

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## Brainstorming

### Ground rules

- No criticism or judgment of ideas allowed!
- Brainstorm as many ideas as you can
- Encourage offbeat or far-fetched ideas

### Tips

- Write all ideas clearly on a flip chart
- Number ideas for easy reference
- Don't stop to discuss ideas
- Try to combine or build-off each other's ideas

### Pitfalls

- Judging or commenting on ideas as they are mentioned
- Talkative individuals that keep others from contributing ideas
- Stopping before all possible ideas are exhausted
- Interrupting with clarifications, comments, explanations, giving examples, etc.

### Methods

- ***Round-Robin:***
  - Members take turns sharing one idea at a time. If someone doesn't have an idea during a round, say "pass."
- ***Freewheeling:***
  - Members call out ideas spontaneously as they come to mind. No sequence or rotation is followed. Thinking aloud is encouraged
- ***Slip Method:***
  - Each member independently writes down their ideas on a slip of paper. Slips are then collected, and all ideas posted on a flip chart.

### Technique

1. Define the problem to Brainstorm. Be sure all team members understand the problem and the goal you are trying to achieve, e.g., develop an ergonomic solution that will reduce or eliminate the awkward posture of the hand and wrist when using a solder iron.
2. Select a Brainstorming method to be used
3. List all ideas on a flip chart and assign each one a number for reference purposes

4. Keep Brainstorming until all ideas have run out
5. Go back over the list and make sure everyone understands each idea
6. Try to narrow the list by combining similar ideas or eliminating those that are repetitive
7. Discuss the “pros” and “cons” of each idea. Remember to be ‘open minded’ and unbiased when doing this. No idea is a ‘stupid’ idea. Before discarding ideas look for ways to combine the good part of an idea with another idea to make an even better alternative
8. Prioritize your final list using group consensus or a ranking technique. Then select the idea which best meets all or most of your success criteria

### Using AI to run effective committee meetings

AI tools are now widely accessible that can help you run effective committee meetings by automating administrative tasks such as scheduling meetings, generating agendas, transcribing discussions, summarizing key points, generating minutes, and tracking action items.

Before using an AI meeting assistant, review your company's policies regarding AI and check if a specific tool is required. Make sure to get consent from all committee members beforehand and clearly explain how you plan to use AI during the meeting.

### Useful Resources

#### Effective Meetings

Designing & Facilitating Meetings. MIT Human Resources <https://hr.mit.edu/learning-topics/meetings>  
Effective Meetings Toolkit. University of Cambridge. Version 2.0 April 2023.  
[https://www.ppd.admin.cam.ac.uk/files/meeting\\_toolkit\\_2023.pdf](https://www.ppd.admin.cam.ac.uk/files/meeting_toolkit_2023.pdf)



#### Idea Killers: Phrases that can kill an idea

- **That can't be done**
- **Let's get back to reality**
- **Can you guarantee it will work?**
- **We don't have the time right now**
- **Why rock the boat? It's working just fine now**
- **We're not ready for that**
- **Since when are you the expert?**
- **It's done that way because.....**
- **But that would mean we'd have to change.....**
- **You may be right BUT.....**
- **It won't work in this environment**
- **That's not the way we do it around here**
- **That's the way we've always done it around here**
- **There's no way we can change that now**
- **You can't do that**

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Engaged, energized, and effective safety committees. A playbook of ideas, interventions, and ingenuity! Oregon OSHA, 2022. <https://osha.oregon.gov/OSHA/Pubs/misc/engaged-energized-and-effective-safety-committees.pdf>

### **Developing and Managing Effective Teams and Committees**

Effective Committees: The Basics best practices in committee effectiveness. American Library Association. <https://www.ala.org/yalsa/aboutyalsa/yalsahandbook/effectivecommittees>

ASHE Chapter Handbook Chapter 6. The importance of effective committees. American Society for Health Care Engineering (ASHE) 2021.

[https://www.ashe.org/sites/default/files/ashe/06\\_committees.pdf](https://www.ashe.org/sites/default/files/ashe/06_committees.pdf)

UC Berkley Guide to Managing Human Resources Team Building Toolkit. Mendonca, K & Thorman, S. 2024. [https://hr.berkeley.edu/sites/default/files/bpm\\_team\\_building\\_toolkit\\_6-5-2024.pdf](https://hr.berkeley.edu/sites/default/files/bpm_team_building_toolkit_6-5-2024.pdf)