



## **Anatomy of an ECHO**

1. **Brief Planning Huddle**
2. **Introductions**
  - a. Video participants
  - b. Telephone participants
  - c. Hub and in-person participants
3. **Announcements**
  - a. Updates
  - b. Audience questions and concerns
4. **Brief Didactic (30 minutes or less)**
5. **Patient Case Presentation**
  - a. Hub facilitator introduces the presenter
    - a. "Dr. Jones. You have a case today, please present your case."
  - b. Spoke presenter presents the case
  - c. Facilitator invites other team members at spoke to comment/elaborate on case.
  - d. Hub facilitator summarizes presentation
  - e. Hub facilitator ensures with presenter the summary is accurate
    - a. "Dr. Jones did I summarize this case correctly?"
6. **Hub/ECHO asks audience for questions**
  - a. No recommendations for diagnosis or treatment at this point
  - b. Video participants
  - c. Telephone participants
  - d. Hub/ECHO Core Group
  - e. Facilitator draws out comment from participants who are not medical providers
7. **Hub/ECHO asks audience for recommendations and impressions**
  - a. Diagnosis or further workup
  - b. Non-pharmacological recommendations
  - c. Pharmacological recommendations
  - d. Interventional recommendations
  - e. Facilitator draws out comment from participants who are not medical providers
8. **Hub/ECHO summarizes recommendations and consensus on diagnosis and treatment plan**
  - a. Asks presenter if his or her questions have been adequately addressed
  - b. Invites presenter to represent in the future and sets a tentative date for a follow-up presentation
9. **Close and Debrief**
  - a. All facilitators on the "hub" team should review and comment on the flow and facilitation of the session, with an eye to self-reflection and issues that may not have been obvious in the moment.

### **Helpful Recommendations**

1. The speaker should always introduce him or herself.
2. Help direct the case discussion if presenter is unable to focus or long-winded.
3. Look for "teachable moments" to impart important knowledge to participants.
4. Always treat participants with respect and address critical comments appropriately.