Instructions for Leaders of WellDOM@ the Table Groups

WellDOM@theTable groups are modeled after Mayo clinic's COMPASS groups and have been show to decrease burnout. These groups of 6-7 people meet 6 times over nine months for at least one hour for a meal and discussion about a resilience topic. They are self-arranged and **are open to all faculty (i.e., APP's, physicians, researchers), all staff and all trainees.** DOM will pay up to $20 per person/per meal for the six times the groups meet. (Including tip/no alcohol). The group only needs to spend 10 minutes talking about the topic and the rest of the time is used to socialize.

Notes about groups
- Groups can be comprised of the same or different roles, within or across divisions as long as all participants are employed at least partially by the DOM.
- Topics are selected by the leader of the group from the WellDOM@the Table topic menu which is available in TEAMS.
  - Group leaders will be added to the TEAMS page as we receive the reapplication packets.
- Groups can meet anytime and anyplace they want…
  - meeting for breakfast, lunch or dinner to share a meal
  - meeting up to go biking and getting boxed lunches
  - You could arrange an interest group that meets for the meal and then do something else, like hike or go to museums or movies.
  - You could go for cocktails and appetizers after work.(**Alcohol not included**)
  - You could just meet for breakfast.
  - It is up to you and your group. DOM will pay up to $20 per person (including tip). This cannot be used to pay for alcohol. Group leadership can be shared but one person must ultimately take ownership for group.
- You can only be in one group a year
- Groups will be reimbursed for 6 meetings over the course of this year.
- **All groups must be finished no later than April 30, 2023 in order to receive reimbursement**
- We suggest one person submit the bill for the entire group
- Meeting virtually is possible but is difficult to put in one bill for reimbursement

Responsibilities of leaders
Set-up
- **Invite** 6-7 interested members to be in your group (you can go higher but the quality of connection starts to decrease with more members, do not go above 10). Members are asked to commit to attending at least 60% of groups.
- **Submit names to both Kristin Jensen (Kristin.Jensen@cuanschutz.edu) and Kiki Qi KIKI.QI@CUANSCHUTZ.EDU (new information as of 09/07/22).**
- While all groups will be assigned a number, consider coming up with a **name for your group**.
- You will be invited to the TEAMS channel in which you will find the list of topics
- **Schedule** meeting times with group members and **pick out topics** in advance of each meeting. You can make a set time/day or schedule as you go along. 6 meetings should be scheduled within nine months. You could meet 6 days in a row or 1 day a month, you choose.
- **Copy or send electronically** necessary handouts and materials from the topics listed (available on TEAMS to which you will be invited once your group information is submitted) at least a few days before the group meets. (Also available by Drop Box http://bit.ly/34QYqGj)
- **Add** Kiki Qi as a delegate on Concur so that you can be reimbursed
  - Login to the UC Denver Portal: https://passport.ucdenver.edu/login.php
    - There should be tile that says Concur Travel and Expense System
    - Go to blue profile drop down on the right-hand side
    - Profile Options
    - Expense Delegates

- Add Kiki.Qi@cuanschutz.edu
- Check the boxes under "Can Prepare" and "Can View Receipts"

During the Meeting
- Take Attendance
- Pay bill for group
- Lead the group discussion (or assign this to another member)

After the Meeting
- Submit bill and attendance sheet for reimbursement to Kiki Qi (If needed, you can take a picture and send)
- Ask group members to fill out electronic evaluations that will be sent out after 6 meetings

In between Meetings
- It is helpful to send out electronic invitations and reminders about the group
  - i.e., once date is sent you might send outlook invites and then remind people a week ahead and one day before
- Even if only a small percentage of the group can make the meeting, consider holding it anyway as it may be important for those who can attend.

By printing my name below, I agree that I have read, understand and agree to follow the rules for being a WellDOM@the Table Leader.

1. **Leader Name & Email address**: _____

Name of my group: _____
Members of the group & email addresses
2.
3.
4.
5.
6.
7.
8.

Please email this completed form to Kristin.Jensen@cuanschutz.edu as soon as possible.
We will accept applications for new WellDOM at the Table groups on a rolling basis but all reimbursement receipts must be submitted by April 30, 2023 regardless of when your group starts.