



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.