**Introduction**

In the healthcare environment, team-oriented care is becoming the norm. One goal of this academic group work is to practice team skills that benefit healthcare professionals in their work environments. Working in a group is often regarding as particularly challenging, as most students have been evaluated on individual achievement throughout their academic careers. So here are some tips and technologies to help you and your group successfully work as a team.

**Tips/Online Etiquette**

**Respect others’ work and learning styles**. Meeting deadlines is your responsibility, and planning your work accordingly is an important skill. Especially when you work in a group, it’s critical to schedule your time so that you don’t inconvenience others: leaving everything to the last minute is a disservice to your group, as is trying to force others to meet your own scheduling preferences.

**Provide constructive critiques of each other’s work.** Thoughtful feedback will improve the quality of your group work. Focus your comments on the work, not on the author.

**Remember that tone is easily misinterpreted**. The absence of facial expressions and body language can mask irony or make a “joke” seem like an insult. Using emoticons to signal your intent to be ironic, funny, etc. may decrease the likelihood of misunderstandings.

**Respect others’ ideas, opinions, and feelings**. Each of us is unique, and working online increases the need to take into account the wide variety of students in this course. “Flaming,” ranting, writing cutting remarks, and making derogatory or inappropriate comments about anyone for any reason is unacceptable.

**Don't be afraid to edit each other's work.** Few of us are great at editing our own work; this group project is an opportunity to learn new editing and writing skills from one another.

**Consider adopting roles and rotating each week.** For example, consider the following roles:

**Facilitator**: Keeps track of instructions and roles, gently reminding other members of their responsibilities and assessing whether the requirements have been met.

**Researcher**: Reviews the literature and collects references that are useful to the assignment. Also studies the exemplars and work of other groups for new ideas.

**Writer**: Responsible for writing up this week’s assignment.