



FAMILY MEETING/CONFERENCE

COMMUNICATIONS BETWEEN THE STAFF, PATIENTS AND FAMILIES IS VITALLY IMPORTANT. EDUCATION CONFERENCES, DISCHARGE CONFERENCES AND CONFERENCES TO CLEAR DISTRESS ARE FREQUENTLY HELD. WE HAVE FOUND THE FOLLOWING TOOL USEFUL IN ENSURING ALL THE IMPORTANT ISSUES ARE ADDRESSED AT THE CONFERENCES.

DATE OF MEETING _____

PURPOSE: EDUCATION___ DISCHARGE PLANNING___ OTHER (SPECIFY)_____

FAMILY MEMBERS PRESENT; _____

STAFF MEMBERS PRESENT: _____

DISCIPLINE SPECIFIC ACTIVITIES/GOALS

PHYSICIAN: _____

NURSING: _____

SOCIAL SERVICES _____

SPIRITUAL CARE _____

SUMMARY OF CONFERENCE _____

GOAL ESTABLISHED: _____

PENDING DISCHARGE PLANS _____

CENTRAL BAPTIST HOSPITAL
PALLIATIVE CARE SERVICE
FAMILY MEETING/CONFERENCE FORM

PURPOSE:

To gather everyone involved in defining goals of care for the individual patient to meet with the Palliative Care Team and other clinical staff involved in the patient's care. The meeting will provide education regarding the disease process, prognosis, options for treatment, palliative care options and options for the discharge plan with the purpose of more clearly defining the patient's/families wishes and goals of care.

PROCEDURE:

1. The form will be completed identifying all attendees
2. Each Palliative Care Team member will document identified activities/goals by discipline
3. A conference summary will be documented.
4. Documentation of goals agreed upon by patient and family
5. Documentation of pending discharge plans