# Care Conference Invitation for: Name of Resident

**Where**: Name of Care Home (Care Home Address)  **Scheduled Date**:

**Location**: Conference Room **Time:**

**Dear:** Name of family member

We hold care conferences for all of our residents; the first within four to six weeks of admission, and then annually, or more frequently if there is a major change in condition. Care Conferences provide a valuable opportunity for you to meet with the care team to discuss your loved one’s current state of health and medical conditions, identify goals of care, and answer any questions you may have.

Your attendance at the care conference is most appreciated. Please make every effort to attend. Unfortunately, it is very difficult for us to reschedule a care conference. You may attend in person or by telephone conference call. Typically, team members attending the conference will include nursing staff, recreation staff, pharmacist, dietitian, the doctor or nurse practitioner, and family or health representative.

The allotted time for a care conference is 30 minutes. If issues or concerns arise that require further discussion, a separate appointment time will be scheduled with the appropriate team members.

I have attached documents which are meant to help you to prepare for the care conference.

Please let me know if you are able to attend, and feel free to send me in advance any questions or concerns you would like to have addressed the care conference. You can contact me at:

**Coordinating staff member@email.address.com or by phone at 250-000-0000 ext.000**

We look forward to seeing you at the care conference.

Warmest Regards,

Name and Professional Designation

Care Home Name