

INDEX: Interdisciplinary Care Conference (IDCC) Toolkit

FOR FAMILIES & HEALTH CARE REPRESENTATIVES

1. Care Conference Family Invitation Letter

- sent out pre-IDCC
- contains invitation to family, outlines priority care concerns, requests RSVP and questions/concerns

2. Care Conference Info Guidelines for Families

- can be sent out with the invitation letter, or provided at the time of the CC
- provides family members with an outline of the care conference process, and reviews which team members are involved and what topics each will cover
- second page contains the Island Health information tool on MOST

3. Survey - The Resident's and Family's Perspective

- can be sent out with the invitation letter, or provided at the time of the CC
- asks loved ones to answer questions from the resident's perspective; useful for assisting with MOST planning

4. Care Conference Family Satisfaction Survey

- provided to family at the end of the CC
- requests feedback on family satisfaction with the care conferences

FOR PHYSICIANS/MRPs

5. Care Conference Physician Availability Questionnaire

- sent to physician's office pre-CC (if availability is unknown)
- requests physician or MOA feedback to assist in scheduling CCs at times when physician is able to attend

6. Care Conference Notification for Physicians

- sent to physician pre-CC (how far in advance depends on how facility schedules CCs)
- alerts physician that a care conference has been scheduled, provides date/times, and resident names; requests RSVP

7. Care Conference Physician Evaluation

- provided post-CC
- requests physician feedback on care conferences - what worked well, was the time well used, etc.

FOR NURSES, CARE AIDES, FACILITY STAFF

8. Health Care Assistant Care Conference Report

- form for HCA's to provide written feedback on resident and any changes that may have occurred
- second page provides tips and reminders for what to write

FOR NURSES, CARE AIDES, FACILITY STAFF

9. Nursing Process and Checklist for Care Conferences

- outlines the purpose, frequency, and team involvement of CCs
- provides nursing staff with a checklist of tasks, as well as how to follow up post-CC

10. Care Conference Summary Sheet

- filled out by staff prior to the CC and used as a reference during the conference
- contains comments from physicians, pharmacist, nurses, dietician, recreation, care aids
- can be used for taking notes during the CC and as a reference for updating the care plan following the conference

11. Care Conference Evaluation Form for Team Members

- provided to staff post-CC
- requests team member feedback on the care conference process - what worked well, did the conference meet its goals, etc.

12. Care Conference Agenda Template

- a suggested template for a 30 minute care conference agenda, to be used by the facilitator

Note: This IDCC Toolkit was originally provided by Interior Health, and adapted for local use by the Victoria-South Island LTCI. It was trialed and adapted further in 2018 by the Seed Fund project team at James Bay Care Centre and further reviewed and updated in 2020. This free, LTCI resource may be adapted for use at your facility - if you make changes that you believe would benefit others, please let the LTCI team know and we will update the toolkit accordingly.

We like hearing from you!

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