# 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 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 to meet with the care team to discuss your loved one’s current state of health, medical conditions, goals of care, and any questions you may have.

Your attendance at the Care Conference is most appreciated, and we ask that you make every effort to attend (whether in-person, or by telephone conference call). Unfortunately, it is very difficult for us to reschedule a Care Conference. 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.

The attached documents will help you prepare for the Care Conference in advance.

Please let me know if you’re able to attend, and feel free to send any questions or concerns you’d like addressed at the Care Conference before the scheduled meeting date. You can contact me at:

**staffmember@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