Care Conference Toolkit

A Care Conference is an interdisciplinary team meeting to discuss how to best care for the resident. It occurs on admission and annually and involves staff, the resident and/or family, the pharmacist and the physician.

Physician attendance at CCs is one of the LTCI’s Best Practice Expectations, as informed decisions and excellent medical care result when everyone shares the “big picture”.

The Care Conference Toolkit is a package of resources for efficient organization of CCs, covering what to do before, during and after the conference. In the Toolkit, you’ll find templates, tips, and resources which can be used as a starting point and modified to meet individual care home requirements.

What makes a successful CC?

* Schedule well in advance
* Cluster 2-3 CCs per doctor when possible
* Combine CCs and medication reviews
* Ask resident and/or family for their questions/concerns in advance
* Have all participants come prepared
* Set an agenda and stick to it
* Outline your timeframe at start of CC
* Delegate “sidebar” conversations (i.e. about food, lost clothing) to the appropriate person, and move on
* Focus on what has changed
* Give the physician time to review goals of care, expected trajectory, and MOST

If you have any questions, feedback, or suggestions regarding the Care Conference Toolkit, please contact the LTCI team at (778) 265-3137 or [victoriasouthisland.ltci@victoriadivision.ca](mailto:victoriasouthisland.ltci@victoriadivision.ca)

We like hearing from you!