Care Conference Team Roles and Responsibilities

Care Conference Owner:

* Identify patient who would benefit from team collaboration to improve their health
* Define team members appropriate for care conference – those on team, those who should be on team, those whose input may benefit the patient
* Schedule care conference – recommend 3 weeks out if possible
  + Define day/time/place
  + Offer and coordinate virtual option as needed
* Send Care Conference Patient Summary 2 weeks prior
* Send reminder 1 week prior
* Care Conference event
  + Facilitate the care conference
  + Lead patient care review discussion and review purpose of care conference
  + Elicit input from team members, encourage care discussion
  + Manage time and discussion
  + Ensure notes and action step documentation
  + Update Care Plan as appropriate
    - Define time/process for Care Plan review/update with patient
  + Coordinate care conference follow-up as indicated

Care Conference team members

* Review patient record prior to care conference
  + Clinical notes and most recent visit
  + Lab and x-ray results and trends
  + Social history and screenings
  + Care management notes and care plan
  + All team member most recent notes
* Review patient summary provided two weeks prior to Care Conference
  + Review needs based on your area of expertise
  + Do research as indicated and bring resources that may be appropriate
  + Come prepared to collaborate and contribute based on your area of expertise
* Attend Care Conference
  + Collaborate and contribute as appropriate
* Complete and follow-up action items as appropriate
  + Document action items as appropriate