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