

Family meetings are an important part of a patient's careplan in hospital often happen <u>late</u> on admission or at critical decision-making junctions. Here are some important elements of a family meeting.

1	IDENTIFY WHO WILL ATTEND
2	INTRODUCTIONS
3	REVIEW GOALS OF MEETING All participants are given opportunity to state their goals
4	ESTABLISH GROUND RULES
5	EXPLORE PATIENT'S AND FAMILY'S UNDERSTANDING OF ILLNESS
6	REVIEW MEDICAL STATUS, TREATMENTS TO DATE AND GOALS OF CARE

7	ASK IF THERE ARE ANY QUESTIONS
8	REVIEW PATIENT'S AND FAMILY'S EXPECTATIONS AND GOALS OF CARE
9	DISCUSS TREATMENT / CARE OPTIONS
10	EXPLORE FAMILY SUPPORT SYSTEM
11	PLAN AHEAD
12	SUMMARIZE











