

Invitation

Organisation: _____

Palliative care case conference

To:	Email/fax number:
From:	No. of pages: (including this page)
Subject: Palliative case conference	Date sent: (dd/mm/yy):

Dear _____

A palliative care case conference is being organised for (name): _____

Date of Birth (dd/mm/yy): _____

Proposed date (dd/mm/yy): _____ Start time: _____

Expected duration: _____ Venue: _____

As an important member of the care team you are invited to participate.

Reason for case conference: _____

Please indicate availability to participate in this case conference by ticking one of the options below:

☐ Attending in person ☐ Unable to attend

☐ Attending via teleconference (Microsoft Teams / Zoom / Other): _____

☐ Please reschedule so I can attend.
Proposed alternative date: (dd/mm/yy): _____ and time: _____

Please email/fax this back to (insert email/fax number): _____

Kind regards (name): _____

Role: _____ Organisation: _____