

# Using the palliAGED palliative care case conference forms

A case conference or family meeting between the person, their family and care providers can help to explain what is happening and to plan care. The palliAGED forms can help.

1

Use the palliAGED case conference checklist for residential care or for home care to organise a palliative care case conference. Tick off items as they are completed.

2

Speak with the person and their family about the need for a case conference. Provide information on palliative care and case conferences.

3

Involving the person's GP is important. Use the GP invitation to invite them to attend, and/or to suggest a suitable time.

4

Closer to the date of the case conference, send a letter confirming details to the person and their family, and send confirmation to the GP.

5

To guide the meeting and to make sure that all steps following the conference are completed use the palliAGED case conference summary for residential care or case conference summary for home care sheet.