

## Rural Wellington ALC-LTC Shared Care Hub Facilitator's Agenda

**Timeframe: Maximum of 1 hour per session**

Agenda Items	Who's Responsible?
1. Welcome	Facilitator
2. Roundtable Introductions	Everyone
3. I want to confirm that you have reviewed the Privacy Notice and provided consent for this meeting? Y or N	Facilitator
4. Remind the patient and family that a Coordinated Care Plan will be created/updated to include the goal(s), action steps, timelines. A copy of the plan will be provided to the patient and the health care providers following the meeting. The patient's doctor will also receive a copy that will be included with the patient's electronic medical record.	Facilitator
5. Ask patient or SDM and/or caregivers: What would you like to accomplish today? 6. Note the role of the health care providers is to provide options that best meet the needs of the patient and family.	Facilitator
7. General conversation: What options can you offer the patient today? 8. Confirm with the patient which option(s) make the most sense for care. 9. What role would you as the caregiver/family/SDM like to play in the care of the patient? 10. In case something does not work, who would like to contact for follow-up? This will be noted in the care plan.	Facilitator leads with question and the providers in the room share with the patient and family
11. Recap options that were agreed to, timelines and will do what. Remind patient that a copy will be provided (confirm if electronic or via mail) to him/her as well as those providing service. A copy will also be included in the patient EMR.	Home & Community Care Coordinator
12. Any final questions? 13. Thank everyone for their time and wish the patient well.	Facilitator

**Assumptions:**

- The patient and SDM/family/caregiver have been provided with the "What to Expect" document and reviewed the Notice in advance of the meeting



*Mount Forest*  
Family Health Team

