Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: **Resident Care**	**SUBJECT:** **Charting for Care Plans & Conferences**	**SECTION:** **C** **POLICY:** **6**
DATE: **September 2004** **REVISION DATES:** **January 2025**	**Administrator:** _____ **Director of Care:** _____	

CHARTING FOR CARE PLANS & CONFERENCES

POLICY:

Each new resident will have a care plan initiated within 24 hours of admission. The care plan will be completed by members of the facility's interdisciplinary team within 21 days of admission. The initial multidisciplinary care conference will be held within 6 weeks of admission. Both the resident and family members will be invited to attend this conference. A letter will be mailed out to the resident representative designated by the resident indicating the date, time, and purpose of the meeting.

The care conference will be held annually thereafter or at the request of the resident or resident representative. Each care conference will review the care plan, identifying strengths, abilities, preferences, needs, goals, risks, and decisions including advance directives made by the resident or substitute decision makers. The plan of care shall give clear directives to staff on providing safe care with continuity and consistency. The resident and/or resident representative will be encouraged to participate in the evaluation, the plan of care and outcomes of care and services.

Each care plan will be reviewed and where necessary, revised at least quarterly by all care team members as appropriate. The facility physician will review the care plan after each conference and will add or revise with notation in the Physician Progress Notes.

PROCEDURE:

- Upon admission, within the first 24 hours, the care plan will be initiated using the profile, Nursing Advantage Canada Admission assessment, and information gathered from the resident and/or family. The Registered Staff member will ensure that the risks, abilities, preferences, needs and goals, and diet are noted.

- Registered Staff will call the family member if they were not present at the conference and will then document family notification and any changes in directives in the Nurses' enotes

- After the initial Multidisciplinary Care Conference, annually, and when changes occur, the Registered Staff member involved will communicate any changes or updates to the appropriate interdisciplinary team members. The original Multidisciplinary Care Conference Form will be placed in the binder for next doctor's rounds day. The DOC will review the form with the Physician.

- The facility physician will review and assess the resident's need for any further specialist referral or external consults and sign the Multidisciplinary Care Conference Form and document in residents enotes.

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MULTIDISCIPLINARY CARE CONFERENCE

DATE:_____ **RESIDENT:**_____

Resident asked to attend meeting: Yes ☐	No ☐ if no, reason:
Resident accepted & was present ☐	Resident declined ☐

Staff Attending	
Registered Nurse	
PSW	
Rep. from Social/Rec. Dept.	
OTA	
Chaplain	
Rep. from Housekeeping/Laundry	
Dietary Supervisor	
PSP	

Resident Care Plan Reviewed: ☐ Changes in care required and noted ☐

No changes in care at this time ☐

Form	Reviewed with Family	✔Updated	✔Filed
Evacuation Information	☐ Yes ☐ No		
Personal Care Decision Form	☐ Yes ☐ No		

☐ Family not present – Registered Staff contact family to update ☐ Care plan reviewed with family

☐ Reviewed by Dr. Holloway _____ Dr.'s initials

Family Members Attending

Comments Concerning Care:

_____

_____

_____

_____

_____

_____

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MULTIDISCIPLINARY CARE CONFERENCE FORM CHECKLIST

Date:	Resident:
✓ Completed	
	Review Care Plan with Resident and/or Resident Representative
	Updated Personal Care Decision Form and Evacuation Direction
	Offer of yearly Dental Assessment Services and/or Footcare needs, (i.e. Chiropodist) reviewed with Resident and/or Resident Representative and need for follow – up
	Continence Care and Product review
	Review and update least restraint use and PASD's and sign consent if applicable
	Review and update bedrail use and sign consent if applicable.
	Review choice of medications at mealtime and update if change required
	Review Early Bedtime Consent and update if change required
	Review Wanderguard need and usage
	Review skin integrity if high risk or if any current treatment plan is in process
Date:	Registered Staff Signature

Note: In instances where the POA cannot be present, the Registered Staff member will contact the POA to review the plan of care and update all necessary forms. If unable to reach the POA, the Registered Staff member will leave a message where possible for the POA to contact the Registered Staff on duty to review the information. The POA will sign any necessary consents on their next visit to the Home or complete the necessary forms via mail/fax or email.