Leamington Mennonite Home
Retirement Residence

POLICY AND PROCEDURE

CATEGORY:	**SUBJECT:**	**SECTION:**
Resident Care	**Charting for Care Conference Plans and Multidisciplinary Care Conferences**	**C**
		POLICY:
		6
DATE:	**Administrator's Signature:** _____	
September 2004		
REVISION DATE:		
March 2017		

CHARTING FOR CARE PLANS AND MULTIDISCIPLINARY CARE CONFERENCES

POLICY:

- Each new resident will have a care plan initiated within 24 hours of admission. The electronic 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. The resident and the resident's family member if desired by the resident will be invited to attend this conference. A letter will be mailed out to the resident and /or the resident's representative designated by the resident indicating the date, time and purpose of the meeting.

- The care conference will be held every six months 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 by all care team members as appropriate.

PROCEDURE:

- Upon admission, within the first 24 hours, the care plan will be initiated using the profile 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. The narrative section of the care plan will outline nursing diagnosis goals and interventions to assist staff in giving safe care. After each notation, the Registered Staff member will date, sign name and status.

- Each updated care plan or resolution of problem will include the Registered Staff member's name, status and date, following best nursing practices for documentation from the CNO and standards.

- After the initial Care Conference, every six months, and when changes occur, the Registered Staff member involved will report to the appropriate team members to give updates of the resident's care needs.

- The Registered Staff will then document any changes in directives in the electronic Nurses' Notes including any family notification.