

LAST DAYS OF LIFE TOOLKIT

CONDUCTING INITIAL TEAM MEETING

Once you have identified your team members arrange to have at **least one** meeting before introducing the Last Days of Life (LDOL) Toolkit.

By bringing team members together to pursue a common focus, better decisions, commitment, support and implementation can result.

Conducting the initial team meeting

The aim of the meeting is to:

- ✓ Introduce all team members (including Executive Sponsor and coordinator)
- ✓ Identify key people to involve early
- ✓ Discuss what would be the local issues or obstacles to implementing the LDOL tools
- ✓ Discuss and agree on some strategies for managing those issues
- ✓ Discuss any process issues

What to consider in the discussion?

To aid the discussion bring a case study of a patient who died in the facility / ward and how the management of this case may or may not have changed.

In the discussion consider and answer these questions as a team

The Multidisciplinary team

- Do you currently address patient care planning in multidisciplinary rounds?
 - What works well?
 - What could be improved?
 - Who participates?

- If you do not do the above, why not?
 - What will it take to implement such rounds?
 - Who will be supportive?
 - Where might resistance be encountered?
- What are the roles and responsibilities of members of the health care team, as related to developing patient goals of care?

Identifying the Patient

- How will you first identify that a patient is in the target population for this project?
- How will the medical consultant be notified that a potential patient has been identified?

Measurement / outcomes

- What metrics does the project team want to use to assess the impact of the toolkit?
- If you decide to collect the process measure associated with time-related activities, how will that happen?
- Who will be responsible for overseeing the measurement activities?

