

## CARE TEAM MEETING

### Definition of Care Team Meeting:

- A meeting of the Core Team and the Extended Care Team to discuss the care of high risk or complex patients.

### When does the Care Team meeting take place?

- Usually at noon on a day when team members are available

### Where does the Care Team meeting take place?

- Conference or meeting room in the clinic

### Length of Care Team Meeting:

- 60 minutes initially. Once established, 15-30 minutes per Core Team.

### How often do Care Team meetings take place?

- Every one to two weeks, and are coordinated by the Clinic Team Leader and the Team Leader for Patient Care Redesign

### Who attends Care Team meetings?

- The Core Team, including the Physician, Advanced Practice Clinician, Care Team Coordinators, RN, Behavioral Health Consultant, Patient Access representative, Clinic Team Leader if available, plus, the Extended Care Team, including RN Care Coordinator, Diabetes Services, Clinical Pharmacist, Case Manager.

### Who leads the Care Team meetings?

- The Care Team meeting is led by the Core Team RN

### What are some of the benefits of a Care Team meeting

- Allows for communication regarding high risk and complex patients, leading to improved and more coordinated care.
- Builds team culture between Core team and Extended Care team
- Improves communication between Extended Care team members, who frequently share the care of these patients
- Allows for better understanding of these high risk and complex patients, and allows for planning on how best to meet their needs.

### What topics are discussed in a Care Team meeting?

- Each Extended Care team member discusses mutual patients with the Core Team members
- Input can be given by any care team members regarding issues individual patients are facing
- Helps prepare for a coordinated approach to upcoming patient visits.
- Allows for seamless involvement of additional extended Care team members as appropriate to optimize the care of these patients.
- Allows for the development of care plans for high risk and complex patients, taking into account barriers facing the patient, available resources, and patients goals, utilizing appropriate team members to best help them meet these goals.

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