

ORGANISE OR PARTICIPATE IN RACF CASE CONFERENCE

ITEMS 734-738 & 775-779

What is it?

- A designated time for conferencing with at least 3 health care providers (one of whom may be a GP) to support multidisciplinary management of the health care needs of a resident. Each health care professional provides a different service to the resident.
- Members of the case conference team must be communicating at the one time for the whole of the conference, either face to face, by telephone, video link or a combination. It is recommended that the resident and a relative/person responsible be included in discussions, although they are not counted as participants for meeting requirements of the item numbers.
- GP or RACF staff can either organise & coordinate OR participate.

Suggested eligible members of a multidisciplinary team:

Medical Practitioners	Psychologists	Dentists
RNs or ENs	PCAs / AINs	Optometrists
Physiotherapists	Pharmacists	Podiatrists
Speech Pathologists	Social Workers	Dietitians

Eligibility

Residents who have at least one medical condition that has been, or is likely to be, present for at least 6 months or is terminal and requires complex care.

Frequency

A maximum of 5 case conferences can be claimed per resident per calendar year.

The Process

GP to **organise** and **coordinate** a case conference:

1. Explain to the resident/person responsible the nature of the conference and obtain and record their consent.
2. Identify and invite other health care providers (minimum of 2), as appropriate to the resident's current health needs.
3. Invite resident/person responsible to participate in case conference.
4. Record day, time and name of participants.
5. Case conference discussion with other health providers to include patient history, previous goals, identify needs, outcomes and tasks (management plan template provided in kit) and GP to document.
6. Set review date by adding recall to resident's file in Medical Director.
7. Provide a summary of outcomes to all participants including resident or person responsible and resident's medical records.
8. Resident billed for the service as per normal billing arrangements for any Medicare service. *Note: if you do not bulk bill, you will personally need to obtain consent for a fee to be charged.*

Or GP can **participate** in case conference by:

1. Informing the resident that his/her medical history, diagnosis and care preferences will be discussed with other providers, and
2. Provide an opportunity for resident/person responsible to specify what may be conveyed or withheld from others.

(Source: Adapted from North West Melbourne Division of General Practice – August 2004)

Resources

	Medical Director templates	EPC folder
Case Conference Management Plan Template	☑	☑
Resident Consent form for Individual EPC items	☑	☑