

**_VISN 3 PALLIATIVE CARE- ICU QUALITY IMPROVEMENT INITIATIVE:
FAMILY MEETING PLANNER**



Day of ICU Stay	Action	Staff responsible	Initials of staff documenting in CPRS
DAY 0 (Day of admission to ICU)	Identify patients who are likely to be in the ICU \geq 5 days: <input type="checkbox"/> S/p cardiac arrest <input type="checkbox"/> Stage IV [Advanced] malignancy <input type="checkbox"/> Admitted to MICU after \geq 10 days in hospital <input type="checkbox"/> Admitted to hospital from nursing home <input type="checkbox"/> Age over 80 <input type="checkbox"/> S/p intracerebral bleed requiring mechanical ventilation <input type="checkbox"/> Other factor(s)		
DAY 0	Identify family/other surrogate and obtain contact information		
DAY 0	If patient can comprehend and communicate, discuss involvement of family in meeting with ICU team		
DAYS 0-3	Contact family member(s) to schedule meeting		
DAYS 0-5	Identify and notify staff (MD, RN, SW, Chaplain, Palliative Care member) to be present at meeting		
DAYS 0-5	Establish team consensus on meeting goals and prepare agenda		
DAYS 0-5	Conduct interdisciplinary family meeting		
DAYS 0-5	Document meeting using template		