

## Worksheet for Family Meeting Preparation

1. What are the goals for having this family meeting?
2. Does the patient and/or primary caregiver/surrogate agree that a family meeting would be useful?
3. What family members should be included? Why?
4. What medical team members should be present?
5. Where will the meeting be held? When?
6. Are there known psychosocial/family issues that may complicate the meeting? What are they? How will the team prepare to deal with such issues?
7. If the referring physician and/or consultants will not attend, has their input been requested?
8. What are the possible treatment options?
9. What is the diagnosis? Prognosis?
10. What role(s) will each team member play during the meeting? (i.e., who will lead the meeting? Who will advocate for the patient or particular family members who need support? Who will give the medical information?)
11. Is it important where team members and family members sit? If so, develop a plan.
12. How will the team deal with their own emotions, feeling or beliefs about the family or situation?
13. Will any special rituals (such as prayer) be part of the meeting?
14. Who will summarize and close out the meeting?