

Family Meeting Behavioral Skills Checklist

Use this checklist to evaluate the family meeting you will observe.

During the meeting the following team behaviors were observed:	Behavior Performed		
	Yes	No	n/a
Greeted family members and introduced all in attendance			
Expressed interest in the patient as a person			
Explored decision-making responsibility (who decides if not the patient)			
Asked for patient/family perspective on patient's illness and condition			
Asked the patient/family how much information they wanted (amount of detail)			
Clearly explained the patient's condition without using medical jargon			
Gave information in small chunks			
Addressed prognosis if such information is desired			
Verified family patient/family understanding of the information			
Explored patient/family psychosocial and emotional concerns			
Explored patient/family's spiritual and cultural concerns			
Acknowledged emotions and distress			
Addressed family conflict regarding patient's/surrogate's goals and preferences			
Validated patient/family's reaction with empathy			
Discussed patient's goals and values before addressing specific interventions			
Discussed treatment options based on patient's goals/values			
Summarized discussion			
Discussed next steps			
Provided necessary resources/contact information to help support family			

What did team do well?

What could team have done better?

Adapted from: Family Meeting Behavioral Skills checklist by J Gustin, J McCallister, S Wells-DiGregorio, & Dave Way, The Ohio State Univeristy, 2009.