



Care Review Meeting

Terms of Reference

1. Background:

The Care Review Meeting is conducted to assess and evaluate the care and support provided to [Resident's Name] residing in [Name of Nursing Home].

The purpose of this meeting is to review the resident's current care needs, outcomes achieved, and to make necessary adjustments to the care plan to enhance their quality of life.

2. Frequency:

Meetings should initially take place at around 4 weeks after admission to the Nursing Home.

Following the initial meeting, further meetings can be requested by anyone involved in the care of the resident if they believe there is a change in the needs or preferences of the resident.

Additional meetings may also be requested by the provider, commissioner or professionals involved in the residents care has specific or general quality concerns that there is agreement require a care review.

3. Purpose:

To conduct a comprehensive review of the resident's care and support plan.

To assess the resident's physical, mental, emotional, and social well-being.

To evaluate the effectiveness of current care interventions and support services.

To identify any changes in the resident's health or circumstances that may require adjustments to the care plan.

To ensure that the care provided aligns with the resident's preferences, goals, and aspirations.

4. Scope:

Review the resident's current care and support plan, including goals, outcomes, and care arrangements.

Assess the resident's overall health status, including any medical, social, or psychological factors affecting their well-being.

Evaluate the adequacy of support provided by nursing home staff, healthcare providers, and other professionals involved in the resident's care.

Discuss any concerns or issues raised by the resident, family members, or care providers.



Determine any changes needed to the care and support plan to meet the resident's evolving needs effectively.

5. Participants:

Resident: [Name of Resident]

Relevant Persons Representative (if applicable): [Name of RPR]

Family Members or Representatives: [Names of Family Members or Representatives]

Nursing Home Staff: [Names and Roles]

Social Worker/Care Coordinator: [Name and Role]

Healthcare Providers: [Names and Roles]

Any other relevant professionals involved in the resident's care and support.

6. Objectives:

To ensure the resident's care and support plan is regularly reviewed and updated in accordance with their changing needs.

To promote collaboration and communication among all stakeholders involved in the resident's care.

To identify opportunities for improving the quality of care and support provided to the resident.

To document outcomes of the review and update the care plan based on agreed recommendations.

To establish a timeline for the next care review meeting based on the resident's needs and circumstances.

7. Meeting Logistics:

Date: [Scheduled Date of the Meeting]

Time: [Scheduled Time of the Meeting]

Location: [Meeting Venue]

Chairperson: [Name and Role of the Chairperson]

Agenda: A structured agenda will be circulated prior to the meeting, outlining topics for discussion, time allocations, and objectives.

8. Documentation:

Meeting minutes will be recorded to document discussions, decisions made, and actions agreed upon during the care review meeting.

The updated care and support plan will be prepared and shared with all relevant parties following the meeting.

Copies of the minutes and updated care plan will be distributed to the resident, family members, relevant professionals, and maintained in the resident's care records.