

Team Meeting, Case discussion/conference, and Education Session Form.

Purpose: This form is used to track the occurrence of team meetings, case discussion/conferences, and education sessions. It will provide valuable information re frequency, length, and content of these meetings, assisting in the assessment of fidelity to Core Model Element #12. In addition, it will assist the supervisor to keep track of meeting frequency, staff attendance and content.

Directions for Completing Form:

- Indicate Type of session(s): ES = Education Session; CC/CD = Case discussion/Conference; TM= Team Meeting; indicate all that apply
- Indicate how the session occurred: IP = In-Person; TC = Teleconference; VC = Videoconference; indicate all that apply
- List the total number of the NFP team members. This denominator should not change unless you have a staffing increase/reduction
- List the total number of NFP team meeting members who attended the session. You may want to include nurse ID numbers here to track individual nurse attendance at meetings over time. This will indicate success in including all team members
- If “guests” attend the meeting (internal or external to the organization), indicate how many there were and their role
- Very briefly, list the top three topics/content discussed (there may be less) during the meeting/session

EXAMPLE OF COMPLETED FORM

Type of Session: ES = Education Session CC = Case/discussion Conference TM = Team Meeting	Date	Total time spent (in minutes)	How Conducted: IP = In-Person TC = Teleconference VC = Videoconference	Total # of NFP Team Members	# NFP Staff Who Attended	# Non-NFP Staff Attendees/ guests + Role	Topic/Content Covered
ES + TM	May 10, 2019	120 min	IP	8	6	Social Worker (1) Midwife (1)	IPV session x 1 hr; reporting to child welfare, running fidelity reports
CC	May 17 2019	75 min	TC	8	8	0	Homelessness, Challenges with engaging younger clients in HVs, managing family members
TM	May 24 2019	120 min	IP	8	7	0	Caseload management; DANCE integration; PIPE in Practice
CC	May 31, 2019	90 min	IP	8	5	0	Vicarious Trauma, mom with Post Partum Depression, report to child welfare

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In line with the requirements of CME #12 , alternate team meetings and case conference/discussion are required on a weekly basis. This form is for the documentation of these meetings and also provides space to capture the topics/content of these meetings if required.

Site: _____

Supervisor: _____

Dates covered: _____

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