



RETURN TO WORK CASE CONFERENCING CHECKLIST FOR RCM AND WRP

PREPARING A CASE CONFERENCE	COMMENT
<ul style="list-style-type: none"> Identify the purpose of the case conference and outcomes to be achieved. <input type="checkbox"/> Identify who is best placed to coordinate the case conference. <input type="checkbox"/> Identify which key stakeholders need to attend. <input type="checkbox"/> Liaise with ALL participants, including employee re: date, time and location. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Book a date, time and location for the case conference and invite participants. <input type="checkbox"/> Book an appointment of an appropriate time, e.g. 45 minutes/1 hour with the GP to attend the case conference. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Consider if there are any actions needed from the participants prior to the case conference. <input type="checkbox"/> Brief each participant about attending the case conference, the purpose of the meeting, their role and the information they need to provide. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Prepare a draft plan, circulate it and seek input from all participants. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Distribute the case conference plan to all participants. <input type="checkbox"/> 	
DURING CASE CONFERENCE	COMMENT
<ul style="list-style-type: none"> Introduce each participant and provide a brief description of their role. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Discuss each item as a group. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Ensure that outcomes of the case conference have been met. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Ensure all participants understand and feel comfortable about the agreed outcomes. <input type="checkbox"/> 	
<ul style="list-style-type: none"> At completion of the case conference, summarise agreed outcomes and actions, including who is to take responsibility for actions and the agreed timeframes. <input type="checkbox"/> 	
FOLLOWING CASE CONFERENCE	COMMENT
<ul style="list-style-type: none"> Write a summary of the case conference outcomes and distribute to all participants. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Review outcomes. <input type="checkbox"/> 	
<ul style="list-style-type: none"> Set diary reminders for key timeframes to follow up actions and review outcomes. <input type="checkbox"/> 	