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| **Objective** | **Responsibility** | **Completed** |
| ***Before Meeting*** |
| Attendees and dates confirmed with administrator.  | Care coordinator |  Done  Not Done N/A |
| Venue booked | Admin/ Key worker |  Done  Not Done N/A |
| Patient consent to CPA process obtained (if first meeting) | Care coordinator |  Done  Not Done N/A |
| Invitations to attend meeting and report requests sent to relevant parties | Admin |  Done  Not Done N/A |
| Reports received and collated from all relevant parties involved in care | Care coordinator |  Done  Not Done N/A |
| Draft CPA document produced | Care coordinator |  Done  Not Done N/A |
| ***During meeting***  |
| Professional’s reports discussed | Chair/ attendees |  Done  Not Done N/A |
| Compulsory treatment details discussed (if applicable) | Chair |  Done  Not Done N/A |
| Patient needs and plan to meet these discussed | Chair/ attendees |  Done  Not Done N/A |
| Previous objectives reviewed (if review CPA) | Chair |  Done  Not Done N/A |
| Risk Management and/ contingency plan developed and discussed. | Chair/ attendees |  Done  Not Done N/A |
| Current traffic light position agreed | Chair/ attendees |  Done  Not Done N/A |
| Risk summary confirmed | Chair/ attendees |  Done  Not Done N/A |
| Next CPA review date confirmed | Chair/ attendees |  Done  Not Done N/A |
| **During Meeting** |
| Information about CPA process provided to patient and carer.  | Chair |  Done  Not Done N/A |
| Professional involvement and progress discussed (Remember to consider patients and carers view on progress)  | Chair/ attendees |  Done  Not Done N/A |
| Current problems and strengths identified with patient | Chair/ attendees |  Done  Not Done N/A |
| Current objectives agreed with patient | Chair/ attendees |  Done  Not Done N/A |
| Interventions to address objectives formulated with patient | Chair/ attendees |  Done  Not Done N/A |
| Current risk management arrangements discussed | Chair/ attendees |  Done  Not Done N/A |
| Next review date agreed with patient | Chair |  Done  Not Done N/A |
| ***Post Meeting*** |
| Minutes and care plan submitted for word processing (Restricted Patients only admin support will be provided) | Care coordinator |  Done  Not Done N/A |
| Minutes and care plan word processed and distributed to meeting attendees for review | Admin |  Done  Not Done N/A |
| Within 1 week of receipt of minutes, attendees reviewed minutes and emailed changes to admin.  | Attendees |  Done  Not Done N/A |
| Care coordinator discussed care plan, agreed and signed with patient | Care coordinator |  Done  Not Done N/A |
| CPA documentation distributed to relevant parties | Admin/ Care coordinator |  Done  Not Done N/A |
| Final CPA document placed in file | Admin |  Done  Not Done N/A |