Palliative Care Program Name

Leadership Team Meeting #3

Agenda

Date, time and location

Traditional opening (Elder name)

Standing agenda item: Updates on existing tasks

**Leadership Team Meeting #3:**

1. Review and approval of the meeting minutes from the Journey Mapping Workshop #2.
2. Review and approval of the completed stages 1 – 5 of the *Documenting the Current State Worksheets* from the Journey Mapping Workshop #2.
3. Review and approval of the completed stages 1 – 5 of the *Implementing the Care Pathway Worksheets* from the Journey Mapping Workshop #2.
4. Complete stages 6 – 9 of the *Documenting the Current State Worksheet*
5. Complete stages 6 – 9 of the *Implementing the Care Pathway Worksheets*
6. Begin creating the Palliative Care Program Action Plan

* What needs to be accomplished/implemented (this column would be completed in advance for stages 1 – 5).
* Timeframe
* Who is involved (agency/individual)
* Tasks

1. Review and update the sample Agenda for Journey Mapping Workshop #3
2. Discussion of next steps

* Scheduling individual teleconferences to discuss the action plan