

# GP invitation

Organisation: \_\_\_\_\_

## Palliative care case conference

To:	Email/fax number:
From:	No. of pages: (including this page)
Subject: Palliative case conference	Date sent: (dd/mm/yy):

Dear Dr \_\_\_\_\_

A palliative care case conference is being organised for (resident/client name):  
\_\_\_\_\_

Resident/client DOB (dd/mm/yy): \_\_\_\_\_

Proposed date (dd/mm/yy): \_\_\_\_\_ Start time: \_\_\_\_\_

Expected duration: \_\_\_\_\_ Venue: \_\_\_\_\_

As an important member of the care team for our resident/client, you are invited to participate.

Reason for case conference: \_\_\_\_\_

Please indicate availability to participate in this case conference by ticking one of the options below:

- ☐ Attending in person                      Unable to attend
- ☐ Attending via teleconference  
Please provide your telephone number: \_\_\_\_\_
- ☐ Please reschedule so I can attend.  
Proposed alternative date: (dd/mm/yy): \_\_\_\_\_ and time: \_\_\_\_\_

Please email/fax this back to (insert email/fax number): \_\_\_\_\_

Yours sincerely (name): \_\_\_\_\_

Role: \_\_\_\_\_ Organisation: \_\_\_\_\_