

# Roles of FGDM

## **Family Members**

- ◆ Primary decision maker throughout the process
- ◆ Decide who will be invited to the conference
- ◆ Have the power and the accountability throughout the process
- ◆ Create a plan that will address the concerns

## **Referral Source**

- ◆ Introduce the family to FGDM
- ◆ Support the family
- ◆ Establish bottom line concerns
- ◆ Identify resources for the family
- ◆ Accept and support the family plan

## **Coordinator**

- ◆ Obtain a consent form to contact the persons on the invitation list
- ◆ Explain participants' role in the conference
- ◆ Secure/expand the guest list
- ◆ Ensure that all persons can participate safely
- ◆ Explain the concept of a support person
- ◆ Explain the concept of a guest speaker
- ◆ Explain the purpose of the meeting
- ◆ Secure location and food for the meeting
- ◆ Identify the family ritual
- ◆ Invite all participants
- ◆ Plan for a safe conference
- ◆ Facilitate the Pre-conference meeting

## **Facilitator**

- ◆ Remains neutral
- ◆ Ensures safety
- ◆ Solicits Strength and Concerns
- ◆ Monitors group dynamics
- ◆ Ensure that all participants have an opportunity to speak

## Roles of FGDM (continued)

- ◆ Ensure the family understands the expectations of Family Private Time
- ◆ Ensure that privacy of the room is maintained
- ◆ Ensure the providers do not discuss the family outside of the room
- ◆ Ensure the service providers know they are free to leave except for the referral source and that they will receive a copy of the plan
- ◆ Ensure that participants complete surveys before they leave the conference

### **Co-facilitator**

- ◆ Scribe
- ◆ Helps monitor group dynamics
- ◆ Seeks clarification of strength and concerns

### **Service Providers**

- ◆ Share information relevant to the purpose
- ◆ Provides resources to the family

### **Support Person**

- ◆ Provides emotional support to a family member
- ◆ Ensures that the family members voice is heard
- ◆ Speaks for a family member if needed

