**SchoolKit Clinic Agenda**

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| **Clinic Details** | |
| Name of Young Person |  |
| Date |  |
| Venue |  |
| Time |  |
| Chairperson |  |

1. **Introductions**

*Everyone gives their name, professional role, and where they work.*

1. **Outline of clinic process**

*Explanations of chair and co-chair roles, how long the clinic will take, what will happen during the clinic, importance of confidentiality and respect etc.*

1. **Establishing the focus of the clinic**

*The primary issues for discussion are described and the goals of the parent, school and health team are established (i.e. what they would like to see improved for the child or young person).*

1. **Seeking information**

*Each person at the clinic shares what they have observed and presents relevant information   
(including reports, assessments etc.).*

1. **Assessing the child**

*The health team conduct an on-the-spot assessment of the child. Suggestions for further medical or health tests are made.*

1. **Developing a collaborative interagency plan**

*Participants make suggestions about what actions could be taken by different agencies to help achieve the desired goals.*

1. **Seeking feedback**

*Participants discuss the ideas and suggestions put forward, raise concerns about potential challenges and acknowledge positive progress.*

1. **Other issues**

*Everyone, especially family members, is invited to raise any other relevant issues they wish to discuss.*

1. **Scheduling follow-up**

*All participants confirm the actions they have agreed to undertake and when they will be completed. Follow-up calls, appointments, clinics or other meetings are agreed, if necessary.*

1. **Confirming documentation process**

*How information from the clinic will be recorded and who it will be sent to is explained.*

1. **Close**

*Participants are thanked and the clinic is brought to a close.*

