

**SchoolKit Transition Clinic  
Guiding Agenda**

*Use this template as a guide to running a Transition Clinic. Everyone at the meeting should have a copy.*

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| Transition Clinic Details | |
| Name of Young Person: |  |
| Date and Time: |  |
| Venue: |  |

**INVITED:**

**APOLOGIES:**

1. **Introductions**

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

1. **Goals of transition clinic**

*Check expectations and understanding from previously supplied invitation letter/consent form and fact sheet. Brief review of chair and co-chair roles, how long the clinic will take, what will happen during the clinic, importance of confidentiality and respect etc. Options for post-school life are discussed and the goals of the parent or carer are established (i.e. their hopes and priorities for their young person as they move into adulthood).*

1. **Sharing information**

*Information is shared between paediatric and adult health service providers (including referral letter, medical history, reports, assessments etc.) with input from the parent or carer.*

1. **Additional information**

*Details of how independent the young person is with Activities of Daily Living (ADLs) are reviewed, and other important issues such as coping with puberty and accessing transport and financial resources are discussed.*

1. **Developing a transition plan**

*Participants make suggestions about what further information is required and what actions might be taken by different agencies to ensure the smoothest possible transition to adult services. Written resources are given to the family.*

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 the transition plan will be documented and who it will be sent to is explained.*

1. **Close**

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