

Overview: Three important MDT Meeting Roles

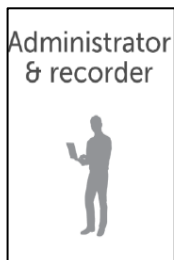
A well-prepared and committed team is a must to SUCCESSFULLY establish and maintain a programme of multidisciplinary team (MDT) meetings. This document presents an overview of the three key roles you might establish before you start preparing your MDT Meeting(s).

A MDT Champion



A MDT Champion is usually a health provider from within the practice or unit which is organising the MDT Meeting. The champion keeps the momentum for MDTs and supports MDT meetings to be embedded as part of their work activities.

A MDT Administrator



The Administrator is charged with organising and arranging the MDT Meeting. If you are using the Whanau Tahi (MDT) Case Conference Module, this role is required so a named Administrator may be granted specific access to create MDTs using the Case Conference (MDT) Module. MDT Meetings may be face-to-face, but most are now virtual or use a mixture of both (that is, some of the team come to a central location for the meeting while others join via a videoconference link, such as Zoom). Zoom is secure Ministry of Health endorsed

videoconferencing software. It is free, simple to use and has options suitable for laptops, desktops or mobile devices. Zoom improves the ease of running MDT Meetings with multiple participants by making it easier for participants to join, without having to travel or leave their place of practise. It is being increasingly used by health professionals in both primary and secondary services across Northland.

The Administrator completes the following tasks:

- Sends out and monitors communications about upcoming MDT (establishes a schedule of monthly or bi-monthly MDT Meetings).
- Determines whether to invite participants to attend at a face-to-face location; via a Zoom link or in a mixture of face-to-face and Zoom modalities.
- If relevant, invites cases to be submitted from participating general practices for inclusion
- *May* record the outcomes from the MDT meeting (this may also be done by the MDT Facilitator).

The Administrator should be familiar with the operation of:

- Zoom - secure Ministry of Health endorsed videoconferencing software. It is free, simple to use and suitable for laptops, desktops and mobile devices.
- Whanau Tahi Case Conference (MDT) Module to organize and run your MDTs

A MDT Facilitator



The MDT Facilitator can be a GP, Practice Nurse or another practice member. This role can also be combined with that of the MDT Administrator. A good facilitator is the key to successful MDT Meeting.

The MDT Facilitator is charged with keeping the MDT focused and ensuring the MDT Meeting is relevant to all the team members. The Facilitator uses their skills to draw out detailed discussion about how to meet the personal, clinical and/or social care needs of the patient. There may be gaps identified in the type of care or support that a patient needs in order to keep them well, able to live with a good quality of life and independently in their community; this may include home care support.

The MDT Facilitator should also be familiar with:

- Zoom - secure Ministry of Health endorsed videoconferencing software. It is free, simple to use and suitable for laptops, desktops and mobile devices.
- Whanau Tahi Case Conference (MDT) Module to organise and run your MDTs

During the MDT Meeting, the Facilitator fulfils the following duties:

- Facilitate the diverse group of health and social care professionals and make sure everyone contributes to the MDT meeting.
- Maintain time and keep the team focused.
- Ensure the S-BAR - Situation, Background, Assessment and Response process is used to present patient cases.
- Ensure that the outcomes from the MDT are clear and recorded appropriately. There may also be potential opportunities for the members of the MDT members to share any tasks related to meeting outcomes.

Develops trust within the Team by

- Welcoming members or observers
- Fostering openness around gaps in knowledge and need for advice or assistance
- Encouraging the sharing of new ideas and challenging old ideas

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- Focusing the team on the shared purpose and agreed goal
- Ensures all members of the MDT are valued as equal partners (health, social care sector).

Encourages healthy debate and discussion by

- Discussing the different professional approaches.
- Dealing with disagreements immediately.
- Encouraging deeper, probing questions.
- Fostering discussion that results in new approaches to care and support

Undertake a MDT Case Review by

- Reviewing the outcomes.
- Reviewing the processes to achieve the results.
- Discussing the evidence for the results.
- Positive results ... but also clearly identify what's not working.
- Use of creative approaches to obtain the outcomes.

If using the Whanau Tahi Case Conferencing (MDT) Module, a formal review MDT Meeting for the patient can be scheduled and any previously recorded actions can be reviewed and discussed. New actions arising from the review meeting can then be recorded and another review scheduled.

When the team is happy with the results, the patient can be formally removed from the MDT schedule.

Where possible and appropriate, the MDT Meeting should include the patient and their carer or chosen support person. Carers or family members often become the Care Coordinator for the patient. Including them in a MDT Meeting can assist in improving the overall coordination of care for the patient and importantly, the experience of care for the patient, their carer(s) and whanau.

Get Help

Receive training and support to undertake your MDT Meeting

- Anthony Poutu at Anthony.Poutu@northlanddhb.org.nz
- Lisa Crossland at Lisa.Crossland@northlanddhb.org.nz