

1. Receive an invitation to attend a MDT Meeting

- You will receive an invitation to attend a MDT Meeting **by email**.
- The MDT Administrator may also invite you to add case(s) for discussion.

2. Mark your attendance

- Open the Whanau Tahi Case Conference (MDT) Meeting module.
- Select the correct MDT Meeting and click **confirm, tentatively accept** or **decline** your attendance.

3. Review the case and/or book a patient into the MDT Meeting

- If you wish to book a patient into the MDT, do so using the **S-BAR** approach.
- Once the MDT Administrator has finalised the Meeting, you will receive a **second confirmation email**.
- This may contain a **Zoom** link so you can join via videoconference.

4. Ensure you have Zoom to join via videoconference

- **Zoom** is secure Ministry of Health endorsed videoconferencing software.
- It is free, simple to use and suitable for laptops, desktops and mobile devices. Ensure you have a **desktop or laptop with internet connection and a camera**.

5. Participate in the MDT Meeting

- At the appointed time, **click the Zoom link** in your MDT Meeting confirmation email
- Then **open the correct MDT Meeting** in the Whanau Tahi (MDT) Case Conference Module.
- The **MDT Facilitator will run the MDT and record the outcomes** for each presented case(s) - unless another MDT member is nominated to do so. Cases should be presented using the **S-BAR approach**. All outcomes can be reviewed in Whanau Tahi.

6. Claim your points

- GPs claim **MoPs points** at <https://www.rnzcgp.org.nz/>
- We are planning to enable Practice Nurses will be able to claim **leadership points** for facilitating or participating in MDTs. This will be confirmed as soon as possible and a link provided here.