

1. Assemble your team

- Establish the following roles to ensure the smooth running of your MDTs.
 - A MDT Champion.
 - A MDT Administrator – this is a required role.
 - A MDT Facilitator.

2. Select the patient(s) and MDT members

- Run a single MDT Meeting, or plan a recurring MDT Meeting.
- Use Kia Ora Vision or clinical judgement to select your patient(s) and ensure their consent has been gained
- Consider whether you would like the patient, carer or both to be part of the MDT Meeting.
- Identify any existing named care team members from the patient's Shared Care Plan. If there are professionals that are not already part of the named care team and you would like to include them in the MDT, list (name and organisation) and email this list to **Lisa Crossland or Anthony Poutu (Northland DHB, Health Integration Team)**.
- Your list might include health services, Non-Government Organisations, Aged Residential Care Services, Iwi Providers, and specialists.

3. Train to use the Whanau Tahi (MDT) Case Conference module

- **Whanau Tahi and Zoom training can be arranged and delivered to your practice team**, in your practice.
- Lisa and Anthony can help you to run a **test MDT**, so you are familiar with the process before you start.
- They will also **ensure that your list of MDT members are connected to, and receive training in, the use of Whanau Tahi Case Conference (MDT) module.**

4. Run your MDT Meeting

- After you have completed all training. You are ready to schedule and run your MDTs Meetings.

5. Claim points

- GPs claim **MoPs points** at <https://www.rnzcgp.org.nz/>
- Practice Nurses claim **leadership points** for being part of MDTs. To be confirmed.