

Advice for Multidisciplinary Teams (MDTs)

1. Introductions are everything

Try and ensure every meeting starts with introductions of name, role and who representing that day. Different people can cover more than one role or represent services from elsewhere as well as their own, so it's useful to understand who is in the (virtual) room

2. Ensure that a list of names to discuss is circulated in advance

This gives everyone a time to familiarise themselves with the residents being discussed and their input so far. It also gives everyone a chance to realise when someone they think is important to discuss has been missed out and you can correct this.

Initially the suggestion is to discuss all new admissions since the last MDT, and then anyone the care home wish to discuss because of difficulties

It is important that everyone in the MDT knows how to suggest someone for discussion

3. Have a clear chair

This can be the same person or role each week, or rotate around depending on people's preference. Ensure that the chair knows the list of names and the time allocated as they will need to keep to time.

4. Ensure someone is taking notes for the whole team

People may prefer to update their own systems, which is completely fine, but a master copy of notes that can be shared between the team members should also be provided.

Consider data sharing with this – does everyone have a secure email account that can be used? Is a team email or an individual one better?

5. Referrals between members of the team should be accepted in meeting

MDTs should make communication easier, and therefore should allow discussion that results in participating services being able to accept the referral without any need for referral forms – they can be populated by the accepting clinician if required. Demographics would already have been shared and other information required can be asked in the meeting.

6. Actions should be clearly allocated to individuals to complete, and fed back on

If it is agreed something needs doing, agree who will do it and by when.

7. Every member of the team should have the opportunity to share their thoughts

It is the job of the chair and everyone in the team to encourage participation

8. Have time to feed back on last time's actions at every meeting, and talk about how the sessions can be improved to benefit everyone

Be open to continual improvement in order to make the most of the time available

9. And finally, if its virtual – check your technology and log on in a timely manner!

There is nothing worse than waiting for someone to download video conferencing software for the first 15 minutes of the designated time. Consider your colleagues and mute your microphone when not speaking and consider headphones if on your own.

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