

A summary from an expert discussion between Rachel Hardstaff, Dr Richard Russell and Dr Steve Holmes in the **Let's Talk Respiratory Digital Masterclasses** series

BE PREPARED

- It's important that everyone involved in a multidisciplinary team (MDT) meeting is clear about the agenda and purpose of the meeting to achieve the desired objectives and outcomes
- You should prepare for online meetings in the same way you would when attending meetings face to face
- Make sure the right people are included: all participants should have a reason to be involved, whether it is to contribute in a positive way or to take away something useful from the meeting
- Inform participants ahead of the meeting what is going to be covered, particularly which patients are going to be discussed, so they can prepare adequately and bring any necessary information to the meeting

CHAIRING MDT MEETINGS

- It is an important skill to learn how to chair MDT meetings effectively and improving your skills can be part of your professional development
- The chair needs to be clear on their role and well prepared about what is going to be discussed
- It is the chair's role to make sure the meeting is well planned, that people know when it is, that there's an appropriate agenda and that the right people will be at the meeting
- Leadership is important for an effective meeting, from a time perspective and from an involvement perspective: the meeting should run to agenda and include all the participants in the discussion
- The chair should make sure that different members of the team are invited to contribute when necessary, and encourage any team members who may be nervous to join the discussion
- It may be challenging if much of the meeting is not relevant for a particular participant so it is important for the chair to plan ahead and make sure that their time is used well

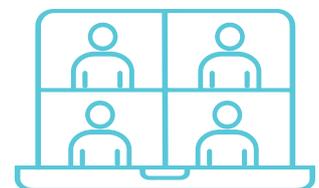
OPTIMISING MEETING OUTCOMES

- Effective coordination and leadership is key to a successful MDT meeting
- Meetings should be accessible for all involved
- Make sure that all members of the MDT make a commitment to attend, to prepare, to contribute during the meeting and to complete the agreed actions
- It is important to listen to and involve people in the MDT and give them an opportunity to speak to enhance the overall care of the patient
- An administrator should make a note of agreed actions from the meeting and contact MDT members shortly after the meeting with details, along with a timeline and the date of the next meeting, so that people are clear about their tasks
- At the next meeting the chair should go through these actions with the relevant team members to get an update

COORDINATION AND
LEADERSHIP ARE KEY

PREPARE AND
CONTRIBUTE

RECORD AGREED
ACTIONS



BENEFITS OF TEAM WORKING

- Having people from different professional areas involved in a MDT meeting helps everyone to see a patient's problem from different perspectives and may help inform practice
- Better understanding of the strengths of colleagues from different disciplines can help you see the bigger picture in a patient's care
- Some healthcare professionals may have seen a patient in their own home so they can provide information about the way the patient lives to those who only see the patient in a clinic setting
- MDT meetings are valuable in terms of learning opportunities and learning from each other
- Digital technology enables the sharing of X-rays test results or other media, which enables people to learn in a way that they would not usually be able to
- Although it can be difficult to clarify and quantify the learning in action that might happen in MDT meetings, this might change the way that people work or listen to patients, or the way that you interact with other healthcare professionals, so making the team work more effectively for the patient's benefit

Make sure you can't be overheard, keep patient's information safe, and any confidential information out of view



CONFIDENTIALITY

- Agree the format for meetings that involve confidential information, with an agreed platform for MDT members to use and etiquette around the meeting, with adherence to GDPR regulations
- Provide a list of the patients who will be discussed so that if any MDT member has a connection to a patient they can remove themselves from that discussion
- To ensure confidentiality, make sure you are in a private room without family members nearby and use headphones so that confidential information cannot be overheard

DEALING WITH DIFFICULT ISSUES

- Support the wellbeing of other members of the MDT: be mindful that if someone has recently experienced a difficulty in their own life, such as a bereavement, that they might not want to be included in a discussion dealing with a patient's bereavement issues
- It may be helpful to ensure that all members of the MDT keep their cameras on during online MDT meetings so that you can pick up on visual cues that might indicate if they appear distressed or worried
- If the team deals with a demanding situation such as end-of-life care then it is a good idea to schedule a meeting afterwards to discuss what has happened and help people to support themselves through it