

Effective MDT Working!

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Worked as co-ordinator for 5.5 years but 17 years NHS!!

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Worked for NHS for 20 years plus!!

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Objectives

- Update on National Survey
- Networking
- Sharing Good Practice

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National Survey Key Points

Domains that were considered important for effective MDT Working...

- Structure
- Clinical Decision Making
- Team Governance
- Professional Development and Education

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Structure

- Membership/attendance
- Technology
- Environment
- Preparation for Meetings
- Organisation/Administration

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Clinical Decision Making

- Case Management and clinical decision making
- Team Working
- Patient-centred care/coordination of service

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Team Governance

- Leadership
- Data Collection, analysis and audit of outcomes
- Clinical governance

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Professional Development and Education

- Development and Training

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Overall Summary

- High consensus about the domains that are important for effective MDT functioning.

Summary from Co-ordinators

- Team Working, Good Communication, Information, Attendance, Commitment & Leadership

National Survey

- Full report is available at:

www.ncin.org.uk/outcomes/development

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What is the role of the MDT Coordinator?

Angela Heer/Di Wilkes

Purpose of Your Job!

“Increasing capability and capacity for service improvement across the MDTs. To help facilitate service improvement with MDTs who have identified areas where they can improve the experience and outcome of care for the cancer patient. Work with MDTs to develop their team around the patient journey and ensuring the patient and carer experience of care is central to every stage of their journey. Ensuring the MDT meetings run effectively and are well structured and all patients are treated and discussed according to evidence-based protocols.” (Manual of Cancer Standards)

But what does it mean?

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What do you perceive are the responsibilities of the MDT Co-ordinator?

“Co-ordinating is more than collecting notes and attending a meeting once a week!”

- **Responsibilities of the MDT Co-ordinator**
- facilitate and co-ordinate the functions of the multidisciplinary team meetings;
- ensure the appropriate proportions of patients are discussed at MDTs;
- help with the introduction and changes to proformas used to ensure all patients are discussed, treated appropriately and outcomes are recorded and reviewed. **Does this happen?**
- Ensuring patients' diagnoses, investigations, and management and treatment plans are completed and added to the patient's notes;
- managing systems that inform GP's of patient's diagnosis, decisions made at outpatient appointment etc;
- working with staff to ensure all patients have a booked first appointment, investigation and procedure and record details of patients coming via a different route;
- working with key MDT members to identify areas where targets are not achieved,
- Undertake process mapping to identify bottlenecks; **Does this happen?**
- undertake demand and capacity studies where appropriate;
- Under patient surveys/questionnaires to gain feedback on services; **Have you been involved with this?**
- Undertake Audits on waiting times, GP notifications and compliance against national standards, **Are you involved with this?**

- report changes to MDTs on a monthly basis; **Do you do this?**
- data collection and recording of data;
- to manage the systems according to guidelines, monitoring milestones and submitting the
- required reports in the given format and required times;
- keep comprehensive diary of all team meetings;
- record attendance at meetings;
- take minutes at the multidisciplinary meetings, type notes back in the required format and
- distribute to all concerned;
- the post holder will be expected to be instrumental in the development of databases to capture patient information and report this to the clinicians on a weekly basis;
- inform lead cancer manager of waiting times for patients when these exceed appropriate targets;
- ensure lists of patients to be discussed at meetings are prepared and distributes in advance;
- ensure all correspondence, notes, x-rays, results, etc are available for the meetings;
- ensure action plans for patient care are produced with agreed reviews;
- assist in capturing cancer data on all patients and assist in the development of systems to
- complement the cancer audit system;
- ensure members or their deputy are advised of meetings and any changes of date, venue, etc.
- **Adopt a leading role in implementing, monitoring and auditing the standards set out in the Manual of Cancer Standards**
- **Link to Network Site Specific Groups (CSGs) – find out what happening?**

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**What do you think are
your priorities?**

Priorities!

- Coordinating a patients progress along their pathway working in collaboration with Cancer Trackers.
- Work closely with Lead Clinician to ensure MDT is functioning to its full capacity.
- Monitor Cancer Waiting Times/Local & National Guidance by proactively identifying risks and take corrective actions to ensure patient care is not compromised.
- Escalation
- Plan ahead

The Future

For MDT's..

- Established as the core model for cancer services delivery and will continue to bring together all the relevant experts to plan and coordinate care.

For MDT Co-ordinators..

- Job satisfaction/job well done!
- Continued professional development
- Nationally recognised qualification
- Career progression

Thank you!

Any Questions?