

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>CLINICAL PRACTICE MANUAL</p>	<p>MULTIDISCIPLINARY TEAM (MDT) MEETINGS</p>		<p>Protocol CPM.M5.39</p>
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PURPOSE

It is the Bay of Plenty District Health Board (BOPDHB) Mental Health & Addiction Service's (MH&AS) policy intent that all service users will have a current individualized plan of care that is informed by the expertise of a multidisciplinary team (MDT).

OBJECTIVE

The primary objectives of MDT meetings are:

- To ensure clients are allocated to a health care professional/case manager.
- To facilitate a team approach to the treatment planning of new clients.
- To review clients progress and consider changes if necessary
- To gain agreement for treatment plans for clients who are recently referred,
- Provide support and peer supervision for team members
- To ensure a documented 3 monthly review of client progress
- Prepare for the transition or discharge of clients

STANDARDS TO BE MET

1. A MDT meeting requires 3 disciplines to be present – ideally having more than 1 member from each discipline for peer supervision.
 - a) All attendee's names are recorded in the meeting minutes.
2. The meeting is chaired by the Team Leader, Clinical Lead or delegated staff member who:
 - a) facilitates the process in a consistent and time efficient manner
 - b) ensures the required information is presented
 - c) ensures there is multidisciplinary input
3. The meeting is recorded by one of the team. The meeting record minutes all clients reviewed with a:
 - a) named staff member for each client/NHI presented. NHI will be quick reference for pasting notes into the patient management system
 - b) response/treatment plan with a named implementer for each item in the treatment plan
 - c) named staff member to provide feedback to the client and/or family
 - d) named SMO for clients identified as high risk
 - e) SBARR summary of client situation
 - f) Risk Formulation
4. Following the MDT the:
 - a) record-keeper saves the MDT Meeting minutes in G:drive/MDT meetings folder and emails it to each MDT member.
 - b) presenting staff member or an administration staff member (for SMO's) transfers the relevant clinical discussion and decisions (from the MDT minutes) into the client's patient management system record.

Issue Date: Nov 2017 Review Date: Nov 2020	Page 1 of 2 Version No: 1	NOTE: The electronic version of this document is the most current. Any printed copy can not be assumed to be the current version.
Protocol Steward: Quality & Patient Safety Coordinator, MH&AS	Authorised by: Medical Director	

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ASSOCIATED DOCUMENTS

- [Bay of Plenty District Health Board Clinical Practice Manual protocol CPM.M5.10 Assessment](#)
- [Bay of Plenty District Health Board Clinical Practice Manual protocol CPM.M5.17 Discharge from Mental Health & Addiction Services](#)
- [Bay of Plenty District Health Board Clinical Practice Manual protocol CPM.M5.25 Referral](#)
- [Bay of Plenty District Health Board Clinical Practice Manual protocol CPM.M5.26 Risk Assessment](#)
- [Bay of Plenty District Health Board Clinical Practice Manual protocol CPM.M5.30 Treatment Plan](#)
- [Effective MDT meetings in the MHS](#)

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