



## PALLIATIVE CARE MULTIDISCIPLINARY TEAM MEETINGS

### CHAIRING THE MEETING

Good leadership and facilitation are key factors in the success of multidisciplinary meetings.

***“...The Chairs role is to facilitate participation by all members of the multidisciplinary team in clinical discussions and decision making and to ensure that the meeting is not dominated by a few clinicians” [1 p.26]***

The meeting chairperson role will be shared by the Hospital Chaplain and Palliative Care Social Worker.

Roles of the Chair:

- Ensure all participants introduced
- Use of teleconference phone when indicated
- Keeping meetings to the agenda
- Commencing discussions
- Promoting the full range of input into discussions if it is not forthcoming
- Summarise the discussion and invite any further input before moving to the next case
- Negotiate resolution of conflict if necessary
- Promoting mutual professional respect among all team members[1p. 26]

### REFERENCE LIST

1. National Breast Cancer Centre, *Multidisciplinary meetings for cancer care: a guide for health service providers*, T.N.B.C. Centre, Editor. 2005.

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### CHAIRPERSON CHECKLIST

- Documentation:**
  - Meeting Agenda Sheet
  - Meeting Attendance Sign on Folder
  - Previous week patient summary letters
  - Next Meeting Agenda Sheet
  
- Check Polycom Soundstation2 Teleconference system functional**
  
- Commence on time at 0800**
  
- Introduce all participants, ensure attendance signed**
  
- Discussion of palliative patients in CHHC, BRDH, DMPS, Baringa Private Hospital, Coffs Home Nursing Service (DVA), RACF as relevant**
  
- Case presentations: use Polycom to contact GP, other providers(if participating) make introductions**
  
- Facilitate participation that ensures comprehensive discussion of:**
  - History
  - Issues (patient/carer/health professional)
    - Physical
    - Psychosocial
    - Spiritual
    - Practical
    - Advance Care Planning
  - Current Management
  - Plan/Action by whom
  
- With Palliative Care Network Coordinator, summarise discussion points and care plan, gain consensus from team**
  
- At completion, acknowledge participation, disconnect from teleconference phone if applicable**
  
- Request patient list for next meeting, discuss education plan**
  
- Ask participants for feedback about meeting and any learning achieved**
  
- Close Meeting (0900 except monthly education when 0930)**