MT BARKER & DISTRICTS

HEALTH SERVICES
Including Adelaide Hills Community Health Service
and the
Adelaide Hills Community Nursing Service

Adelaide Hills
Division of General Practice Inc.

Palliative Care Multidisciplinary Team (MDT) meeting

TERMS OF REFERENCE / OPERATIONAL POLICY

Adelaide Hills Palliative Care Project / Adelaide Hills Community Health Service / Adelaide Hills Community Nursing Service / Mt Barker Hospital

Organisation of the meeting

The MDT meeting will take place initially. Case conferences may take place following this at specified, pre-booked times. GPs will generally participate by tele-conference.

The meeting will start at 0830 each Wednesday morning (unless stated otherwise) and finish after case conferencing has been completed.

Venue: Adelaide Hills Community Nursing Meeting Room

Aims of the Meetings

The aim of these meetings is to provide a forum for multidisciplinary care planning, service integration, communication and problem solving.

- Facilitate multidisciplinary working practice
    - Through liaison and consultation with other team members patient care will be reviewed addressing best practice scenarios with dissemination of information on patient care and outcomes,
    - Team members will learn about the skills that others have to offer, with opportunities available for ongoing education
    - Team members acknowledge that each discipline has an equally important contribution, and can bring valuable information to the meeting
    - Opportunity to investigate options for improved service & care delivery

Membership

Core team members are

- Palliative Care Project Staff

- Palliative Care Nursing Service
- Bereavement Coordinaator
- Occupational Therapist
- Social Worker
- Representatives from Mt Barker Hospital
- The Palliative Care volunteer Coordinator

- Others will attend as commitments allow, and are always welcome
    - Physiotherapist
    - Community Nursing
    - Paramedical aides
    - Dietician
    - Link Nurses

Allied Health Care professionals not in attendance will also be made aware (as far in advance as possible) of case conferences where they have direct clinical involvement

Meeting Co-ordination

- The MDT meeting chair is currently:……
    - ……will write up case conferences and distribute this information to all concerned

Reviewing patients

- Discuss new patients that have been referred to the Palliative Care Service, and to co-ordinate services
- Highlight who would be suitable for a case conference the following week (Looking also at any future dates, arrangements for case conferencing)
- Discuss any other patients as presented by the Palliative Care Nurse
- Discuss any patients as presented by any other member of the MDT
- Note any new bereavements

Case Conferencing

Following the initial MDT meeting case conferencing may take place. These case conferences will have been booked in advance and require the consent of the patient and/or carer.

- The case conference takes place in Community Nursing meeting room, in the patients' home, or elsewhere by negotiation

Communication with GPs and other members of allied health

MDT meeting chair to clarify any contacts that may need to be made. This may include, but not limited to:

- Contacting patient/ carers for permission (correct consent process needs to be undertaken)
- Contacting GP to arrange appointment for the next case conference (giving teleconference phone number)
- Contacting allied health professionals who are not present to arrange attendance at case conference the following week or at a future date
- Complete relevant case conference paperwork and send out within 48hours of the case conference.

Review

The terms of reference/ Operational Policy of the MDT meeting will initially be reviewed every 3 months