

Guidelines for East Midlands Single Case Fetal or Maternal Medicine MDT WebEx

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INTRODUCTION

These guidelines have been put together to ensure all members of staff are aware of the purpose and organisation of the single case MDT meeting for selected multicentre fetal/maternal medicine patients. This will ensure the patient receives the best care, from the best person or team in the most appropriate place in line with the woman's choice, and that care will be coordinated and involve consistent information to the women and her family. This guideline is specifically for cases where there are multiple clinicians required across multiple sites to share learning and solutions.

1) MEMBERSHIP

- **Designated Fetal/ Maternal Medicine lead clinician from women's booking unit** who will take overall responsibility for chairing and initiating the MDT

Selected clinicians for other relevant units who should be identified by the lead clinician but may include:

- **Specialists in fetal/maternal medicine from units providing care for the women**
- **Consultant Obstetricians and Gynaecologists**
- **Other Clinicians** with expertise in cardiology, renal and other specialties as required
- **Fetal medicine and screening Midwives**
- **Neonatologists**
- **Paediatricians**
- **Pathologist**
- **MDT Co-ordinator** – Provisionally coordinated by the East Midlands Clinical Network support team

2) THE ROLE OF THE FETAL/MATERNAL MEDICINE Single case

MDT is to:

- a. Provide a forum for discussion of the case to enable shared decision making where this will help management
- b. Provide a forum to ensure coordinated care
- c. Ensure consistent information is provided to the women and her family
- d. Provide support and advice to clinicians in secondary care
- e. Identify where there may be areas of learning, best practice or pathway issues which should be shared more widely across the region
- f. It is acknowledged that the advice given is dependant on the information shared by the lead clinician

3) ORGANISATION OF MDT MEETINGS

- a. The single case MDT meeting will be convened on request and will be held via WebEx, at a date and time agreed with the lead clinician. As it is likely that such a discussion will be required at short notice it is suggested that the webex should be within the timeframe required to meet the clinical need but to allow time for colleagues to make themselves available. The suggested day and time is on FRIDAY between 3 and 5 pm although other arrangements are possible depending on availability.
- b. The MDT Co-ordinator (of the EMMCN) should be sent the details of the case to be discussed via the agreed template (see appendix A). This should be done via email and will be acknowledged by the co-ordinator.
- c. The MDT Co-ordinator will contact colleagues suggested by the requesting clinician initially via email to alert them to the request, then circulate diary invites.

- d. The MDT Co-ordinator contact details are;
Network Administrator for the East Midlands Clinical Network
england.emmcn@nhs.net
☎: 0113 824 9294

4) **ROLE OF THE MDT CO-ORDINATOR**

The MDT co-ordinator will provide the following support for the single case MDT:

- a. Informing clinicians by email of the single case MDT request based on information provided in the template.
- b. Circulating a diary invite for the agreed date and time
- c. Emailing a reminder of the joining link and dial in details to relevant invitees the working day before the MDT marked as URGENT & IMPORTANT.
- d. Action notes and key decisions agreed at the WebEx meeting will be taken the MDT co-ordinator (as agreed with the initiating lead clinician).
- e. At the end of each session the MDT co-ordinator will ensure the notes have been signed-off by the lead clinician as being a correct record of the actions and agreements of the meeting discussion. The chair is responsible for the accuracy of the actions recorded
- f. An attendance record for the meeting will be kept by the MDT co-ordinator and recorded in the meeting notes. It is the responsibility of the individual to give their name for the attendance record. The chair will prompt all attendees to give their name and designation at the start of each MDT.

5) **CHAIR OF THE MDT MEETING**

The meeting will be chaired by a designated lead clinician from the woman's booking unit.

It is the responsibility of the MDT Chair to ensure that:

- the coordinator is informed of the details of the clinicians to be invited to the MDT
- the meeting runs to time
- any agreed actions are recorded accurately by the MDT coordinator which are then shared with those present
- the lead clinician from each unit is responsible for ensuring any actions relating to their service are carried out (for example: contacting a patient, arranging further tests etc)



APPENDIX A

EAST MIDLANDS MATERNITY CLINICAL NETWORK
SINGLE CASE MULTI UNIT MDT TEMPLATE

Patient initials or identifier		Date & time of discussion/meeting	
Lead Clinician chairing the meeting – booking unit	Name:		
	Designation:		
	Organisation:		
	Email:		
Lead Clinician – Unit 2	Name:		
	Designation:		
	Organisation:		
	Email:		
Lead Clinician – Unit 3	Name:		
	Designation:		
	Organisation:		
	Email:		



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<p>Type of case – brief description (please keep patient information anonymous)</p>	
<p>For inclusion of additional specialities (Cardiac, Renal, Fetal Med, Home team or other staff as set out in this document)</p>	<p>Please ensure names, designation, organisation and email details are listed for all staff to be invited.</p>

Please return completed form via email to england.emmcn@nhs.net as soon as possible before the proposed MDT call.