

# Multidisciplinary Care Team Meeting

## Terms of Reference

## **GIPPSLAND REGIONAL INTEGRATED CANCER SERVICES (GRICS)**

### **MULTIDISCIPLINARY CARE TEAM MEETINGS (MDM) TERMS OF REFERENCE**

#### **PURPOSE**

To provide a forum, under the auspice of GRICS, which promotes open communication between clinicians across the spectrum of health care professions, as a means of facilitating best practice standards in the formulation, development and implementation of individualised treatment plans for newly diagnosed cancer patients within the Gippsland region.

#### **OBJECTIVES**

1. Enable a formal mechanism for a coordinated approach into treatment planning and ongoing management and care for newly diagnosed Gippsland cancer patients
2. Promote an environment where the knowledge and expertise of the individual is acknowledged, encouraged and valued
3. Work with health services and professionals within the Gippsland region to foster care planning that is consistent with best practice standards
4. Establish and maintain a framework that is adaptable and responsive to regional needs
5. Ensure the GRICS team maintains a stakeholder reference group with regional multidisciplinary representation (MDM Quality and Governance Group)
6. Actively encourage, participate in and support quality and performance monitoring related to GRICS MDM systems and processes
7. Support research and access to clinical trials where appropriate
8. Conduct ongoing evaluation of MDM processes to ensure that existing systems continue to meet, support and address any changing needs within the community and stakeholder groups

#### **MEMBERSHIP**

Membership will comprise of key clinicians from partnering health services within Gippsland. Co-opting health professionals from health services outside GRICS catchment area may also be invited to attend / participate in the MDM where additional expertise is deemed as desirable / appropriate. Participation at this level shall be encouraged as a means by which networks are strengthened and a higher level of clinical specialty expertise introduced into the region. New Membership shall be discussed and confirmed by the MDM Quality and Governance Group and subsequent to this a letter of invitation sent to the proposed member.

Membership shall be multidisciplinary and inclusive of, but not limited to, representatives such as:-

- Chairperson (Nominated annually)
- General / Specialist surgeons
- Physicians
- Medical Oncologist

- Radiation Oncologist
- Pathologist
- Radiologist
- Cancer Care Nurse
- GRICS representative
- General Practitioners
- Allied Health professionals
- Specialist Nurses
- Radiotherapists
- Junior Medical staff
- Palliative Care Consultant

## MEETINGS

- **Surgical** (Breast, Upper Gastrointestinal, Colorectal and Skin malignancies) MDM are held weekly on Friday's at 7.45am (in a situation where there is in excess of 10 patients meetings will commence at 7.30am)
- **Lung** MDM are held every first and third Tuesday of the month starting at 8am.
- **Lymphoma** MDM are held fortnightly on Friday's commencing at 1pm.
- **Advanced Disease** MDM held fortnightly on Friday following the Surgical MDM
- **Palliative Care** MDM weekly on Thursday at 1pm
- A quorum shall consist of one member from each discipline

## REPORTING

- The MDM Team shall report to the GRICS Business Group
- The Cancer Services Improvement Coordinator- MDM, shall provide meeting activity reports and statistics to GRICS Manager Bi annually.

Version No	4
Previous version	3
Developed by	Michelle Pryce
Date	Nov 16
Approved by	MDM Q&G Committee
Date	
Next annual review	Nov 17