

## Improving the Efficiency of Breast Multidisciplinary Team Meetings: A Toolkit for Breast Services

### Section 4: MDTM Organisation and Logistics

#### The Meeting Room

The setting for the MDTM should be an appropriate physical environment to host the anticipated number of attendees. There should be seats for all present with good lines of sight of any projected images. Any team member expected to contribute to the discussions should be easily able to do so. The positioning of microphones at key points in the room (e.g. for the Chair, presenting radiologist and pathologist, etc.) can facilitate ease of communication within the meeting room.

Where videoconference facilities are required it is important that the room set up at both the hosting site and any satellite site(s) 'dialling in' facilitates easy communication between them.

#### Technology

The MDTM room should have appropriate technology for presenting information (and videoconferencing where required) for viewing by all attendees to allow the efficient running of the meeting. This is likely to include:

- Radiology images
- Microscopic pathology images
- The locally agreed minimum data set for each patient
- The agreed MDTM outcome record for each patient

Viewing radiology images via videoconference for illustration purposes is accepted practice, but should not be used for diagnosis.

Picture archiving and communication system (PACS) facilities should be available to enable retrieval of relevant prior examinations.

As the NHS moves to electronic patient records (EPR) it is increasingly important to have access to all relevant IT systems during the MDTM.

Technological issues (e.g. computer system is slow or not working, difficulties connecting with other sites when using videoconferencing etc.) are often key causes of MDTM inefficiency, impeding quality of decision-making and it is important that there is adequate IT support for meetings.

#### Administrative Support

The **MDT Coordinator** has a key role in facilitating clinically-appropriate and timely pathways for breast patients, including an essential role in co-ordinating the functions of MDTMs.

The MDT Coordinator should assist the MDT Lead Clinician and core members of the MDT in planning the scheduling, frequency and format of MDTMs according to local needs.

They should agree local processes that ensure that all relevant breast patients are either discussed at the MDTM or have their management pathway monitored through a streamlining process.

The support of the MDT Coordinator (+/- their team) is key before, during, and after the MDTM and this

## Section 4: MDTM Organisation and Logistics

---

may include:

### Before

- Compiling the agenda (patient discussion list)
- Circulating the agenda in advance to relevant individuals and having agendas available for MDTM attendees in the meeting room
- Ensuring case notes / electronic patient records are available for all patients to be discussed including those that may be referred to the MDT for “second opinions” from other Trusts
- Co-ordinating download or transfer of required radiology images
- Collection of histology slides and reports
- Pre-populating proformas (patient record of discussion) with known results
- The set up of video-conference links and required IT connections

### During

- Live recording and input of patient discussion and management plans
- Operation of visual display equipment and video conferencing links
- Prompting the MDT for mandatory data items (e.g. TNM staging and performance status)
- Record attendance at the MDTM

### After

- Circulate MDTM decision outcomes to an agreed distribution list
- Ensure that a record of the MDTM discussion and management plan is placed in the case notes or electronic patient record of each patient discussed
- Update relevant databases for data collection and for cancer tracking / waiting times monitoring
- Co-ordinating processes that inform GPs of a patient’s breast cancer diagnosis

#### RECOMMENDATION:

**The MDT Coordinator and their team are essential to the safe and efficient running of MDTMs. Appropriate training should be made available to fulfil the functions of the role. There must be adequate cover arrangements in place to fulfil these functions at all MDTMs at times of absence e.g. due to leave etc.**

The individual providing live data entry and documentation of MDT discussion and decisions at the MDTM should have appropriate keyboard, data entry and IT skills to facilitate the smooth and timely progress of the MDTM agenda.

<b>Date</b>	February 2022
<b>Version</b>	2