



Occupational Health & Wellbeing (OHW) Multidisciplinary Team Meetings (MDT meetings) Terms of Reference

1. Purpose

The MDT meeting provides a forum for OHW clinical staff to discuss complex and/or challenging cases in confidence and to seek the guidance of medical advisers and senior multi-disciplinary clinicians. It provides an opportunity for collective decision making with regard to the occupational health management of cases, including any recommendations for permanent duty adjustments and other clinical/OH advice. It also provides an opportunity for CPD/learning for all clinicians.

2. Key Responsibilities

It is the responsibility of individual clinicians to add cases for discussion to the MDT Case List spreadsheet and succinctly present their own cases at meetings. The presenting clinician should also make a record of the agreed outcome on SAP and any pertinent aspects of outcome justification for inclusion in the individuals OPAS record.

The designated record taker at each meeting will record a brief comment about the decision outcome on the spreadsheet. The record keeper will also record the names of those clinicians attending the meeting and other issues arising, which may be referred to other appropriate forums.

The chair will ensure efficient and timely discussion of cases, ideally based on the date order of addition to the list.

3. Membership

Role	
Chair	A medical adviser (or deputy from OHW SMT)
Record taker	Any designated clinician attending the meeting
Medical adviser attendees	A minimum of 1 representative from the medical team
Other clinical attendees	Representatives from the nursing team, MSK team and MH team

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All attendees should declare their presence on remote meetings. Each discipline (medical, nursing, mental health and musculoskeletal) should be represented at the weekly meeting by one or more clinicians. Non-clinicians should not attend unless by invitation.

4. Frequency of meetings

The MDT will meet on a weekly basis for up to 90 minutes. This should ensure an opportunity to discuss up to 9 cases.

5. Notice of meetings

Unless otherwise advised, Meetings will take place from 9.30am to 11am on Monday mornings using the public sector teleconferencing facility or PSNI video conferencing facility. All attendees must confirm their name on joining. Normally papers will not be circulated in advance, however the case list for discussion will be available on the MDT Case List spreadsheet, which can be accessed on the G drive (link). Only the details indicated in point 7 below, should be added to the spreadsheet and no clinical details should be recorded. The spreadsheet should only be opened when adding/saving a case and closed immediately afterwards.

6. Records of meetings

Formal minutes will not be kept to protect the open, candid and confidential nature of discussions. The case discussion spreadsheet will be updated with the agreed outcome comment by the designated Record Taker. OPAS and SAP records are to be updated appropriately by the presenting clinician as soon as possible within five days of the meeting as indicated in section 2 above. Only the collective decision regarding the agreed outcome should be recorded on SAP.

In the event that a member of the team feels strongly that they cannot agree with the proposed MDT advice, the team member will review the officer/staff member, collect any further information from specialists or GP that may be relevant, and presents that case to the next available MDT with any ongoing concerns.

7. Papers and format

All relevant clinical information should be available on OPAS prior to MDT. The following documents will be available in the G drive:

- MDT Case List Spreadsheet – name, number, date added, OHW clinician, reason for discussion (eg permanent adjustment, advice on clinical condition, OHW/MDT/TOR,v1,CB,April2021

advice on medical information to be requested), date discussed, agreed outcome

- MDT Record of Attendance and Issues Raised
- Case Presentation guidance – a template can be made available to assist new clinicians in structuring their case presentations to ensure consistency