

Datum:

Core Team -DKG: (Brust)Operateur, Radiologe, Pathologe, Strahlentherapeut, internistischer Onkologe, gynäkologischer Onkologe (sofern Systemtherapie -gyn-/Chemoth. -Brust- von Gyn durchgeführt)

Zentrums-ID:

Kürzel:

Characteristic of effective MDT working	Quality Criteria	Very Poor	Poor	Good	Very Good	Spalte1
<b>The Team</b>						
Attendance	Presence of relevant core team members	1 core team member is absent for the whole meeting	1 core team member is absent for most of the meeting (>3 cases)	1 core team member is absent for part of the meeting (<2 cases)	all core team members present for whole meeting	
		1	2	3	4	
Leadership	Keeps meeting to agenda	Satisfies 0 of criteria	satisfies 1-2 of criteria	Satisfies 3 of criteria	Evidence of all of the criteria	
	Encourages overall participation					
	Encourages focussed discussion					
	Articulates recommendation	1	2	3	4	
<b>Teamworking &amp; culture</b>						
a) Inclusion of team members	All members are involved	Satisfies 0-1 of criteria	Satisfies 2-4 of criteria	Satisfies 3 other criteria	satisfies all of the criteria	
	Meeting not dominated by 1-2 people					
	Input/questions volunteered and encouraged					
	Contributions facilitate decision-making and/or inform discussion					
	Consensus of decision-making	1	2	3	4	
b) Team Sociability	Evidence of humor	Satisfies 0 of criteria	Satisfies 1 of criteria	Satisfies 2-3 of criteria	satisfies all of the criteria	
	Relaxed team					
	Warm and supportive team environment					
	Friendly and cooperative communication style	1	2	3	4	
c) Mutual respect	Focussed attention	Only satisfies 0-1 of criteria	Satisfies 2-3 of criteria	Evidence of respect, evidence of at least 4 criteria	Strong evidence of respect in all/almost all cases	
	Respect for speaker					
	No concurrent discussions					
	Asking and valuing relevant contributions					
	General sense of politeness/courtesy	1	2	3	4	
		minus 4	minus 3	minus 2	minus 1	0
d) tension and conflict	Extent of tension and/or conflict observable in the team	>1 clear example of conflict observed which persists throughout meeting	>1 clear example of conflict observed does not persist throughout meeting	>1 instance of tension observed which persists throughout meeting	>1 instance of tension observed but does not persist throughout meeting	no tension
Personal development & training	Observable communication of research evidence and/or instances of learning	No observable communication of research evidence or instances of learning	Minimal communication of research evidence or instances of learning		Structured presentation of research evidence and/or learning through formal discussion	
		1	2	3	4	
<b>Infrastructure for meetings</b>						
Meeting venue	Room size appropriate for number of team members	Satisfies 0-1 of the criteria	Satisfies 2 of the criteria	Satisfies 3 of the criteria	Satisfies all of the criteria	
	Layout of chairs enables accessible viewing of diagnostics					
	Layout of room allows accessible viewing of other team members					
	All members seated on a chair					
	Suitable venue in term of location, temperature, lighting	1	2	3	4	
Technology & equipment	Availability of diagnostic equipment to view and share images and pathology with the team	No radiology imaging facilities	Light box available with hard copy film	Current images available digitally with facilities for projecting/viewing images	Current images available digitally with facilities for projecting / viewing images and capability of accessing retrospective images	
		1	2	3	4	

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<b>Meeting organisation and logistics</b>					
Preparation prior to meetings:					
a) agenda	Availability and content of agenda	No available agenda	Agenda, but limited info		Comprehensive agenda
		1	2		3
b) prioritisation of complex cases	Prioritisation of complex cases on agenda to enable sufficient time for their discussion	No attempt is made to order cases in terms of complexity and an inappropriate amount of time is spent on cases	Some attempt is made to order cases in terms of complexity but an inappropriate amount of time is spent discussing some of the cases	Patient cases are discussed in a clear order but time is used inappropriately in some cases	Patient cases are discussed in a clear order and an appropriate amount of time is spent discussing each case
		1	2	3	4
Organisation/admin during meetings:					
a) patient notes	Availability of patient notes	No patient records available	Some required past/current reports not available	Hardcopy and all necessary past/current reports available	Electronic access to patient notes and all necessary past/current reports available
		1	2	3	4
b) case presentation	Comprehensiveness and coherence of case presentation	entirely reading from notes; does not seem familiar with patient	Some evidence of familiarity with patient and info present in reasonable fashion		Comprehensive and coherent presentation (evidence of familiarity with patient and findings)
		1	2		3
Interruptions					
a) auditory	e.g. mobile phone, talking	>8 auditory interruptions	3-7 auditory interruptions	1-2 auditory interruptions	no auditory interruptions
b) visual	leaving the room, mobile typing	>8 visual interruptions	3-7 visual interruptions	1-2 visual interruptions	no visual interruptions
		1	2	3	4
<b>Clinical decision making</b>					
Patient centered care		No satisfaction of criteria			Satisfies criteria
a) information	Demography, comorbidity				
b) psycho-social	Role of emotions				
c) preferences & needs	Shared-decision making				
		0			1
<b>Treatment plans</b>	Clarity of treatment plan	Treatment plan not discernable	Treatment plan communicated verbally or recorded	Treatment plan communicated verbally and recorded	Treatment plan communicated verbally, recorded with a clearly articulated plan regarding the next steps
		1	2	3	4
<b>Communication</b>					
a) comprehensibility	Comprehension is ensured	Satisfies 0-1 of the criteria	Satisfies 2 of the criteria	Satisfies 3 of the criteria	Satisfies all of the criteria
	Explanation of terms				
	Avoidance of terms				
	Appropriate speech rate				
		1	2	3	4
b) involvement	Direct request	Satisfies none of the criteria	Satisfies 1 of the criteria		Satisfies all of the criteria
	Provide space for questions				
		1	2		3