

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022



MDT Whole Meeting Observation Proforma

Complete this form once per meeting

Site ID		Date of observation			Observer initials	
---------	--	---------------------	--	--	-------------------	--

Meeting start time		Meeting end time		Scheduled meeting length		Actual meeting length	
--------------------	--	------------------	--	--------------------------	--	-----------------------	--

The Team

Meeting chair assigned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state job role (free text)	
-------------------------	---	------------------------------------	--

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 1 of 11

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

Meeting attendees	Number present during meeting at each timepoint								Contribution to discussion		
	Minutes								Notes	Score	Notes
	0	30	60	90	120	150	180	Expand mins		1-5	
Total number											
MDT Lead/Chair											
Specialist surgeon											
Oncologist											
Radiologist											
Histopathologist											
Cancer Nurse Specialist											
MDT Co-ordinator											
Other (describe-free text):											
Other (describe – free text):											
Other (describe – free text):											

Page 2 of 11

Date data entry to database completed: _____ Initials of person completing data entry _____

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

Meeting infrastructure

Which video-conferencing software is being used to host the virtual MDT meeting?	<input type="checkbox"/> Zoom	<input type="checkbox"/> GoToMeeting	<input type="checkbox"/> Microsoft Teams	
	<input type="checkbox"/> BlueJeans	<input type="checkbox"/> Skype	<input type="checkbox"/> Other (please state)	

Organisation and logistics

Number of patients on the agenda:	<input type="checkbox"/> Not stated during meeting <input type="checkbox"/> Stated during meeting (if so, state number below):	Were any patients on the agenda not discussed at the meeting?	<input type="checkbox"/> Yes (if yes, state number below): <input type="checkbox"/> No <input type="checkbox"/> Not clear to researcher
-----------------------------------	---	---	---

Is there discussion of the re-prioritisation of cases on the agenda at the start of the meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which factors are discussed to inform the prioritisation? (describe - free text)	
Is virtual meeting etiquette introduced by the chair at the start of the meeting? <i>i.e. instruction to keep on mute, cameras on/off</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe (free text)	

Does the chair explain how members should indicate when they wish to contribute during the meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are contributions invited by:	<input type="checkbox"/> Hand raise function <input type="checkbox"/> Free to speak at will <input type="checkbox"/> Other (describe)	
---	---	---------------------------------------	---	--

Page 3 of 11

Date data entry to database completed: _____ Initials of person completing data entry _____

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

How are contributions made by MDT members to the discussion?	<input type="checkbox"/> Only verbally <input type="checkbox"/> Typed into chat function <input type="checkbox"/> Both <input type="checkbox"/> Other (describe)	
How are meeting decisions recorded?	<input type="checkbox"/> Dictated by chair to designated scribe but not visible to members (describe job role of scribe) <input type="checkbox"/> Dictated by chair to designated scribe with outcome projected to members (describe job role of scribe) <input type="checkbox"/> Dictated by chair and recorded by transcription software, but transcription not visible to members <input type="checkbox"/> Dictated by chair and recorded by transcription software with transcription projected to members <input type="checkbox"/> Chair states and records decision themself <input type="checkbox"/> Not clear to researcher <input type="checkbox"/> Other (describe)	
When are decisions recorded?	<input type="checkbox"/> At end of each case discussion <input type="checkbox"/> After the meeting <input type="checkbox"/> Not clear to researcher <input type="checkbox"/> Other (describe)	
Who records meeting decisions?	<input type="checkbox"/> Chair <input type="checkbox"/> MDT Co-ordinator <input type="checkbox"/> Unclear to researcher <input type="checkbox"/> Other (describe)	

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 4 of 11

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

Field notes: observations and reflections on the meeting as a whole

Changes in decision-making process	Changes in atmosphere and dynamics
Relative contributions of members (sex, age, specialism, other factors?)	Joining and leaving the meeting (who, how often, impact)
Adherence to etiquette protocol	Impact and management of case-complexity
Patient information (access, sharing, visibility)	Impact and management of technical issues

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 5 of 11

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

Field notes: observations and reflections on the meeting as a whole*Free text observations*

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 6 of 11

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022



MDTM Case-by-Case Observation Proforma

Complete this form for every case/patient discussed at the virtual MDT meeting being observed

Site ID		Date of observation		Observer initials	
---------	--	---------------------	--	-------------------	--

Case start time		Case end time		Total case time	
-----------------	--	---------------	--	-----------------	--

Case previously discussed by MDT?	<input type="checkbox"/> Stated during meeting that this case has previously been discussed at the MDT
	<input type="checkbox"/> Stated during meeting that this case has not previously been discussed at the MDT
	<input type="checkbox"/> Not stated/unclear to researcher
	<input type="checkbox"/> Other (describe)

MDT-MODE (Metric for the Observation of Decision-making)

#	Point	Information (1-5)					Patient-view	Outcome Y/D/N
		Hx	X-ray	Path	Psy/soc	Comorbid		

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 7 of 11

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

Decision-making

How was the final decision arrived at?	<input type="checkbox"/> Delegating <input type="checkbox"/> Voting <input type="checkbox"/> Consensus <input type="checkbox"/> Unclear <input type="checkbox"/> Other (describe)	
Any disagreements/challenges during the decision-making process?	<input type="checkbox"/> Yes (describe nature anonymously) <input type="checkbox"/> No	
Did the chair verbally summarise and explicitly seek agreement on the final decision from the MDT?	<input type="checkbox"/> Yes, verbally summarised and agreement explicitly sought <input type="checkbox"/> Verbally summarised but agreement not explicitly sought <input type="checkbox"/> Agreement explicitly sought but decision not verbally summarised <input type="checkbox"/> Decision not verbally summarised, and agreement not explicitly sought	
Final decision agreed by all?	<input type="checkbox"/> Yes – each member agreed explicitly (verbal or typed assent*) <input type="checkbox"/> Yes – agreement assumed by absence of dissent <input type="checkbox"/> Yes – mixed methods of agreement (some members agreed explicitly by verbal or typed assent*; some by absence of dissent) <input type="checkbox"/> No – not all members agreed with the final decision <input type="checkbox"/> Unclear to researcher <input type="checkbox"/> Other (describe)	

*Or another mode of expression requested by the Chair – in this case, please describe in box to the right

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 8 of 11

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

Meeting infrastructure

Any technical issues observed during presentation of information ?	<input type="checkbox"/> No issues <input type="checkbox"/> Unable to present information/share screen with group <input type="checkbox"/> Unable to connect to/access information being presented at all <input type="checkbox"/> One or more person unable to view information being presented clearly <input type="checkbox"/> One or more person unable to hear information being presented clearly <input type="checkbox"/> Other (describe)	
Any technical issues observed during discussion ?	<input type="checkbox"/> No issues <input type="checkbox"/> One or more person unable to be heard clearly <input type="checkbox"/> One or more person unable to be seen clearly <input type="checkbox"/> Other (describe)	
Any technical issues observed during final decision-making reporting ?	<input type="checkbox"/> No issues <input type="checkbox"/> Unable to record decision in the planned/usual format <input type="checkbox"/> Other (describe)	

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 9 of 11

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

Field notes on factors impacting team ability to make a decision:

Team atmosphere (e.g. sociability, openness to suggestion, tension and conflict, disrespect, equal participation)

Team member participation in discussion
(relative contributions - surgeon, oncologist, nurse, radiologist, histopathologist, MDTC)

Case complexity

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 10 of 11

IRAS ID: 307410

Cancer MDTM Research - Observation Proformas V0.8 31 Mar 2022

Field notes on factors impacting team ability to make a decision:*Free text*

Date data entry to database completed: _____ Initials of person completing data entry _____

Page 11 of 11