# Checklist for communicating with the patient

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| **a) Pre-team meeting*** Explain your role in the patient’s care and introduce the concept of the multidisciplinary team. As part of the orientation of the patient consider:
* privacy: this should be brought up at this time and any concerns the patient has about this, discuss whether the patient’s name will be used in the meeting and any issues of patient confidentiality
* permission for discussion of their case at team meetings should be sought, written consent should be discussed with the patient and the team
* the aims of the MDT
* a brochure explaining the health professionals involved
* a map of possible care pathways
* a photo of team members or list of names, and
* a prompt sheet for patients to assist them in obtaining all information during consultation with other health professionals (see information below).

**b) Team meeting*** Discuss in the meeting what the patient will be told about treatment options, prognosis and who is responsible for this.
* Discuss whether an ‘I’ or ‘we’ form of self-reference will be used.

**c) After the meeting*** Discuss mechanisms of informing the patient of participating team members and the treatment plan.
* Relay changes and final decisions back to other team members, work out the best way for communicating with different individuals and what information is required by others in phone calls, letters as well as face-to-face
* Follow up on outcomes for difficult cases.
* Consider a template letter/ form for follow-up for GPs**.**
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| **Prompt sheet**Consider the use of a question prompt sheet for the patient to assist in obtaining all necessary information during consultations with other Health Professionals. A number of prompt sheets are available in the literature. Development of a prompt sheet as a team may be beneficial. The sheet could be included in the information that is provided to the patient perhaps by the nurse or first point of contact. Ensure team members are aware of the sheet and actively ask patients if they would like to use it. |