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# Checklist for Multidisciplinary Team Discussion



## HIGH LEVEL INCIDENT

**THIS CHECKLIST** may be a useful tool for identifying tasks to be completed or delegated during a meeting of the multidisciplinary team prior to the open disclosure discussion with the patient and the support person. The following key individuals are identified in the checklist:

### INDIVIDUAL RESPONSIBLE FOR CLINICAL RISK

Health care organisations need to designate responsibility for the management of risks associated with the delivery of clinical care. The person responsible needs to be of sufficient seniority to have credibility and be able to drive change to effect improvements. He or she will oversee the implementation of the open disclosure process within the organisation.

### SUPPORT PERSON

Information about an adverse event will be given to a patient's nominated "support" person in appropriate circumstances, taking account of the patient's wishes, confidentiality and privacy requirements and the organisation's internal policies. The nominated support person/persons may be any individual, identified by the patient as a nominated recipient of information regarding their care. This may include family, friend, partner or those who care for the patient.

In cases of a dispute between, say, family and partners or friends about who should receive information, the patient's wishes, expressed on the admission form, should be paramount.

	YES	NO
Person responsible for clinical risk notified		
All relevant health care professionals involved in the adverse event been notified/consulted		
Establish and agree on known clinical facts <ul style="list-style-type: none"> <li>• Don't include speculation, opinion or blame</li> </ul>		
Person to take responsibility for discussion with patient identified <ul style="list-style-type: none"> <li>• Known to the patient</li> <li>• Familiar with the incident and care of the patient</li> <li>• Sufficient seniority to be credible</li> <li>• Good interpersonal and communication skills</li> <li>• Willing to maintain a relationship with the patient</li> <li>• Received training in open disclosure</li> </ul>		
Name		
Support person for patient identified and available		
Name		
Identify support for disclosing health professional <ul style="list-style-type: none"> <li>• Person responsible for clinical risk available</li> <li>• Colleague</li> </ul>		
Consider appropriate timing of the discussion <ul style="list-style-type: none"> <li>• clinical condition of the patient</li> <li>• availability of key staff and support</li> <li>• availability of the patient's support person</li> <li>• patient preference</li> <li>• privacy and comfort of the patient</li> <li>• emotional and psychological state of the patient</li> </ul>		
Delegate communication of appropriate details to those staff who need to know (eg those managing the patient or who may be questioned by the patient or their family) to one member of the team		
Known facts		
That an open disclosure process has been initiated		
Special considerations or support required		
Ongoing clinical care needs managed		

