

# Using Teams for Multi-Disciplinary Team meetings

## What are Teams MDT Meetings?

Microsoft Teams allows users to connect with each other securely via Audio and Video Conferencing. Users can communicate and collaborate with Teams via mobile and desktop applications, allowing for instant connections on-the-go.

Teams calls provide users with the tools to share live images of desktop content, allowing presentation material to be seen by all. Files can also be shared easily between users, who can then work on these collaboratively, seeing changes made by other users in real-time. Audio descriptions can also be enabled to add further accessibility to calls for users. Microsoft Teams currently has capacity for 250 people to be in the same meeting.

## How Dorset CCG are using Teams for their MDT Meetings

Dorset CCG are using teams for their MDT meetings. The aim is to reduce the amount of time and costs incurred by healthcare professionals in attending meetings in person, with staff now able to join the meeting remotely via Teams. Considering the distances that staff would have previously had to travel to attend, being able to join the meeting remotely has made a big difference, allowing staff more time to focus on patient care and other priorities. Travel costs incurred by meeting attendees have also been reduced as a result of remote access to MDT meetings.

The flexibility of Teams calls for MDTs has improved attendance, as it is easier for more staff to join, and meetings can be scheduled more smartly to suit more attendees. Better attendance has led to better decision making and resulted in more



*Teams can collaborate with their peers across the country, from Dorset to Bath and Devon without having to find the time to physically travel to one place.*



*Simon, Dorset CCG*

## Key Benefits



**Improved attendance** as it's easier for staff to join remotely. This also reduces travel cost.



Everyone can see the same screen at the same time for **virtual presentations**.



Lots of people can **collaborate on a shared document** at the same time.



**Audio descriptions** can be enabled to add **further accessibility** to calls.



Notes, pictures and documents can be shared in **one secure location**.

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productive meetings. The flexibility of Teams calls for MDTs means that attendance has improved, as it is easier for more staff to join, and meetings can be scheduled more smartly to suit more attendees. Better attendance has resulted in better collaboration and inclusive decision-making.

The screen sharing functionality of Teams facilitates that MDT attendees can all view the same materials simultaneously. For example, attendees can view the same set of patient records to aid discussion, which can provide immediate appropriate patient treatment advice without the need to meet in person.

Meetings on Teams can also be recorded and stored securely for future reference, allowing staff to revisit meetings if required. This also helps administrative staff to record minutes for subsequent distribution.

MDT meetings are attended by a wide range of healthcare professionals, who possess different levels of technological skills. Dorset CCG ensured that staff were given necessary training to be able to create and join conference calls, giving confidence to those less tech-savvy staff and ensuring meetings ran smoothly without continued requests for support. Microsoft Teams also has a friendly user interface, which aids the smooth running of meetings.

### Things to Consider

Many staff prefer face-to-face meetings with colleagues as they like being able to see and “read” them. Teams has video calling functionality, though many may prefer to not utilise this, preferring to remain on audio only. It may be beneficial for users/CCGs/Trusts to confirm prior to a meeting whether attendees are expected to dial in via video, or whether audio is sufficient.

In addition to training, staff must also be provided with the appropriate equipment to join meetings via Microsoft Teams, including a webcam with integrated audio and microphone and/or a headset.