

# Procedure

## Psychosocial Multidisciplinary Team Meeting for Adolescent and Young Adult cancer patients

### Queensland Youth Cancer Service

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<b>Supercedes</b>	1.0				
<b>Applicable to</b>	Queensland Health, QYCS Partner Hospital				
<b>Authorisation</b>	Executive Director Clinical Services				

### Purpose

The purpose of a Queensland Youth Cancer Service (QYCS) Multidisciplinary Team (MDT) Psychosocial meeting is to:

- Provide a planned, consistent and proactive MDT forum to discuss and review the psychosocial care needs of adolescents and young adults (AYA) between 15-25 years of age with cancer.
- Facilitate immediate referrals to members of the multidisciplinary team and provide feedback to one another regarding interventions, as well as, facilitation of timely referrals to General Practitioners and relevant non-government organisations.
- Provide a guide for AYA Psychosocial MDT's at other facilities that provide care to AYA cancer patients to adapt and utilise within the clinical governance of their own service.

### Scope

The procedure is to guide medical, nursing and allied health professionals trained and involved in the treatment and care of AYA cancer patients. Its primary relevance is to QYCS staff based at each partner Hospital and Health Service (HHS) listed below, however, can be used by other facilities who care for AYAs with cancer. A member of the QYCS Central Team is available to attend psychosocial MDT meetings either in person or via teleconference facilities.

- Children's Health Queensland HHS – includes Central Team located at the Queensland Children's Hospital (CHQ)
- Metro North HHS - located at Royal Brisbane and Women's Hospital (RBWH)
- Metro South HHS – located at the Princess Alexandra Hospital (PAH)
- Townsville HHS – located at the Townsville University Hospital (TUH)
- Gold Coast HHS – located at the Gold Coast University Hospital (GCUH)

## Procedure

1. A QYCS psychosocial MDT meeting should be scheduled as a formal recurring meeting, at a set time and place, and is to be chaired by a relevant partner site QYCS team member (nursing/allied health), as determined by the partner site team.
2. Membership should include but not be limited to: QYCS Medical Champions, Clinical Nurse Consultant (CNC)/Cancer Care Coordinator (CCC), Social Worker, Psychologist and other relevant multidisciplinary team members which may vary according to the clinical requirements of the patients being discussed. Other team members may include: the primary treating consultant; physiotherapist, dietician, radiation therapist, CNC/CCC for primary treating team.
3. Patients will be identified and tabled by the Chair in consultation with the treating team. The identified patients will be registered in the relevant MDT conference in the QOOL system, by the partner site MDT co-ordinator.
4. Patients appropriate for discussion at psychosocial MDT meetings include:
  - all new diagnoses;
  - when there is a significant change in treatment protocol/prognosis to plan further MDT interventions;
  - where there are escalated levels of psychosocial distress;
  - at relapse;
  - where coordinated system management and/or palliative care is anticipated;
  - when transition to/or from other services for example neurosurgery or orthopedics;
  - when nearing completion of treatment;
  - for a bereavement update;
  - when transferring from private to public sector or vice versa;
  - when transferring/ referring across partner sites, and
  - when transitioning from paediatric to adult services.

All cases should be presented in a succinct manner, beginning with a reason for the discussion and followed by a summary of demographic and diagnostic information. Only relevant information for multidisciplinary care planning should be discussed.

The contribution of all team members will be accorded with appropriate professional respect and should be underpinned by the [QYCS Vision & Mission Statement and Values](#). All participants will be expected to conduct themselves in accordance with the Queensland Health Values. Contributions should be guided by relevance to their clinical involvement.

As appropriate, patients to be discussed at MDT will have their psychosocial screening tool assessment and individual care plan completed in consultation with the young person prior to the MDT<sup>1</sup>. In circumstances where this does not occur prior to an MDT, the screening tool assessment and care plan will be completed as a matter of priority and should be represented at the next meeting.

At the end of each case discussion the Chair will verbally outline the actions and interventions required, based on a summary of the team discussion. The plan will include referrals and other recommended follow up action.

Accurate and timely documentation of the discussions will be completed by the team and entered into the patient's clinical notes (ieMR) and QOOL, including the [QYCS Psychosocial MDT Outcomes](#) form if used by the service.

All information is deemed confidential as per Queensland Health privacy policies.

## Roles and Responsibilities

### Chair

- Accountable for MDT and responsible for ensuring that any changes to the care plan are made and implemented.
- Overseeing the running of the meeting, including timing, relevance, and adherence to appropriate policies and procedural guidelines.
- Delegate jobs such as room bookings, agenda distribution, and documentation of meeting outcomes
- Where the chair cannot attend, it will be their responsibility to delegate an appropriate MDT member to perform the chair role.

### MDT members

- Ensuring that patients are identified for discussion.
- Support the chair by participating in discussions where relevant in their expertise.
- Ensuring where appropriate, that the Psychosocial Screening Tool and care plan has been completed prior to the Psychosocial MDT.

## Supporting documents

### Forms and Templates

- [Heeadsss Assessment](#) or [AYA Oncology Screening tool](#)
- [AYA Psychosocial MDT Outcomes Form](#)

### Procedures, Guidelines and Protocols

- [AYA Oncology Psychosocial Screening Guidelines](#).
- [AYA Oncology Psychosocial Survivorship Care Manual](#)

## Consultation

- QYCS Central Team Members
- RBWH QYCS CCC
- PAH – QYCS Psychologist
- QCH – Allied Health Lead Oncology Services Group

## Definition of terms

Term	Definition
MDT	Multi-disciplinary Team
QYCS	Queensland Youth Cancer Service
AYA	Adolescent and Young Adult.

QOOL	<a href="https://cancerallianceqld.health.qld.gov.au/QccatCentral?ReturnURL=QOOL">https://cancerallianceqld.health.qld.gov.au/QccatCentral?ReturnURL=QOOL</a>
CNC	Clinical Nurse Consultant
CCC	Cancer Care Coordinator
HHS	Hospital and Health Service

## References

1. [Adolescent and Young Adult Oncology Psychosocial Care Manual \(2011\) Australia: Canteen](#)
2. [Queensland Health, Multi-disciplinary team meeting Guidelines](#)
3. Queensland Youth Cancer Service – Model of Care 2013

Content modified from:

Multidisciplinary Team Meetings and Patient Journey Board Meetings, Acute Inpatient Services, Sunshine Coast Hospital and Health Service (000579).

## Audit/evaluation strategy

Level of risk	Low
Strategy	Observe practice, review documentation
Audit/review tool(s) attached	Yes <a href="https://www.health.qld.gov.au/_data/assets/pdf_file/0031/364729/guide-selfassess.pdf">https://www.health.qld.gov.au/_data/assets/pdf_file/0031/364729/guide-selfassess.pdf</a>
Audit/Review date	review every 4 years
Review responsibility	QYCS Central Team
Key elements / Indicators / Outcomes	QYCS Implementation Plan Clinical observational audit will show compliance with relevant procedure

## Procedure revision and approval history

Version No.	Modified by	Amendments authorised by	Approved by
1.0 04/03/2016	Danielle Johanson / Belinda Matigian & Jane Roach	Service Manager	Executive Director Clinical Services
2.0 06/08/2020	CNC, Youth Cancer Service	Service Manager, Queensland Youth Cancer Service	Executive Director Clinical Services

<b>Keywords</b>	QYCS, MDT, psychosocial, meeting, 03005, adolescent and young adult, AYA, multidisciplinary
<b>Accreditation references</b>	NSQHS Standards (1-8): 1 Clinical Governance ISO 9001:2015 Quality Management Systems: (4-10)