



TCC Daily IDT Date: _____ Census: _____

Maintenance		Dietary	
Activities		Therapy	
Social Services		DON	

	300 Wing	400 Wing	500 Wing	600 Wing
Sig Changes Physical				
Sig Changes Behavioral				
New Skin Issues				
Falls / Incidents				
New Infections (log?)				
Therapy Consults?				

Admits/Discharges	
-------------------	--

Misc Notes:

Interdisciplinary Team Meetings

Objectives:

Interdisciplinary Team (IDT) meetings are designed to be the collaborative review of resident status. The meetings are held on or in close proximity to each station being reviewed, this allows the greatest opportunity for direct care staff involvement and easy access to resident specific information e.g. charts. The meetings are to be conducted once a week, are to begin promptly and move along quickly. The IDT meetings require a hierarchy to assure effectiveness and efficiency- a facilitator who conducts the meeting, a note taker who documents the meeting and a timekeeper who keeps the meeting on topic and moving. Each week the IDT meeting facilitator will mention EVERY resident and any team participant is invited to offer concerns or comments. The facilitator leads a brief brainstorming session regarding those residents with concerns with any team member present able to offer any suggestions or additional information. From the brainstorming session a preliminary action plan will be developed. The action plan will include the individual(s) or department(s) responsible for action. The resident, the resident action plan and the those responsible to carry out the plan will be documented by the note taker in the IDT minutes. IDT minutes from previous meetings will be reviewed in subsequent meetings to assure action plans are being initiated and/or completed. The process is designed to enhance interdisciplinary communication, keeping the team well informed of resident conditions and changes and ultimately improving resident quality of life.

Members:

The IDT should consist of the following individuals or disciplines:

1. Director of Nursing or Assistant Director of Nursing
2. Social Services
3. Recreational Therapy
4. Nurse Manager(s)
5. Dietary
6. MDS Coordinator
7. Quality Coordinator

Other disciplines can be invited and should always be welcome at the meetings, such as housekeeping, maintenance or even laundry.

Topics:

The following topics should be considered when reviewing each resident:

1. Falls/incidents
2. Pressure Sores/open areas
3. Weight loss/dehydration
4. Physical Device/restraint
5. Pain/comfort
6. New meds- especially psychotropic

The discussion should not be limited to the above areas, any concerns affecting resident quality of life can be brought up e.g. family concerns, complaints, etc. However, if the discussion is focused on a specific discipline or two it may be best for those individuals to continue the discussion after the IDT meeting.

Assignments:

Certain individuals at the IDT meeting need to bring prepared information for review.

1. Dietary should bring the most recent weights and intakes.
 2. Nurse Managers should bring the most recent wound assessments.
 3. MDS Coordinator should bring the most recent 802.
 4. The meeting facilitator should review the previous meetings minutes and be prepared to mention last week's residents concerns when those residents are discussed.
 5. Therapies should bring the most recent rehab rounds notes.
- Any concerns brought to an individual's attention during the week that can wait for the IDT meeting should be noted and brought to the meeting.

Meeting Times and Locations:

Meeting times and locations will be as follows.

It is imperative that meetings start on time and everyone is prepared.

Each attendee that is responsible to participate must designate a back up in the event they are unable to attend.

RESIDENT	ISSUE(S)	RESPONSIBLE	COMPLETED

DATE: _____

INTERDISCIPLINARY TEAM FOLLOW-UP WORKSHEET

INTERDISCIPLINARY TEAM REVIEW

