



Clinivid

Multidisciplinary Team Meeting (MDT) User Manual

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What is an MDT?

A Multidisciplinary Team Meeting (MDT) is a meeting conducted by clinicians to discuss and make decisions regarding recommended treatment and care of individual patients.

Product information

Clinivid offers coordinators an efficient and secure way to manage MDT meetings end-to-end. Clinivid has the ability to invite clinicians, receive patient nominations and associated patient information, request and receive relevant information and images from third-party health care providers, present MDT cases in one web-enabled platform, instantly share results with care teams and archiving of full records to relevant patient records*.

Data security

Information is encrypted and can only be accessed by the clinicians invited to participate and share outcomes to MDT meetings. Information is transmitted securely and stored in an Amazon Web Service (AWS) data centre within Australia. For more information on Cloud data security, please refer to <https://aws.amazon.com/security/>.

Clinivid aligns itself to industries standard best practices to ensure a high level of data integrity and security are met. For more information, you can [request the Privacy and Data Security Whitepaper](#).

Data retention

Any information exchanged as a Clinivid case is encrypted and only accessible to the sender and recipient. Any case will be stored for 30 days after the last activity.

Prolonged access to MDT information will require assessment, please [contact Clinivid](#) to inquire about our Enterprise options.

Privacy

Protecting personal and sensitive patient data is very important. (Refer to [Data Security](#)) Clinivid is compliant with Australian Privacy Legislation and has undertaken a full Privacy Impact Assessment, including an independent legal review. Sensitive data is stored on

What information can be exchanged?

Clinivid is independent of existing health infrastructure. This means that any clinical information entered by users and shared as videos, images or text can be exchanged. For example, videos of imaging results or lab results with the comment of the clinicians can be shared and commented on. Clinicians involved in a patient case can share information whilst minimising disruption and having direct access to specialist opinion at any time.

Roles

A typical MDT involves 4 types of roles, including:

- [Coordinator](#):
The coordinator invites and manages all the tasks and activities involved in scheduling a MDT meeting with participants, reviewers, presenters and recipients.
- [Participant](#):
The participant contributes, reviews and presents the cases in the MDT meeting.
- [Reviewer](#):
The reviewer has access to the MDT outcomes and is often part of the MDT, however, they do not nominate patients or provide any information.
- [Third party information provider](#):
The MDT coordinator contacts the third party information provider if there is a need for extra patient information.

Login

To login, ensure you are on the WebApp <https://app.clinivid.com.au/> and select the login button at the top right of the page.

Reset your password

Option 1

To reset your password:

- open <https://app.clinivid.com.au/>
- select login
- select 'Forgot Password'.

You will be redirected to the 'Recover your password' page and asked to enter your username (the email you used for your registration). After verifying that you are not a robot, click "SEND RESET LINK" and check your email to set up the new password.

Option 2

Go to <https://app.clinivid.com.au/user/forgot-password> and follow the instructions.

Once logged in, select the "MDT" tab in the header.

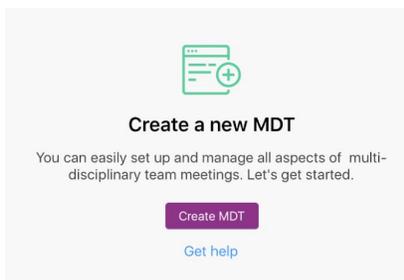
Coordinator

Adding contacts

Before the coordinator creates an MDT, they must ensure that all the participants are in their contact list to send out invitations. Adding a contact is done by accessing "Contacts" on the WebApp and selecting "Add New Contact".

Create an MDT

If the MDT case list is empty, the coordinator can create an MDT by selecting the "Create MDT" button on the landing page. Else if there are existing MDTs, there is a "Create MDT" tab on the top right of the header.



Creating an MDT is simple and requires six steps:

1. Create a title
2. Include a description (optional)
3. Select the time and date
4. Include a location
5. Add participants
6. Hit create

1. Create a title

The case title is how all participants and reviewers will identify each individual MDT,

therefore, it is important to have a unique title for each MDT.

2. *Include a description*

Coordinators can make each MDT more unique by including a brief description.

3. *Select the time and date*

The time and date are when the MDT will occur.

4. *Include a location*

The location is the physical place where the MDT will occur.

5. *Add participants*

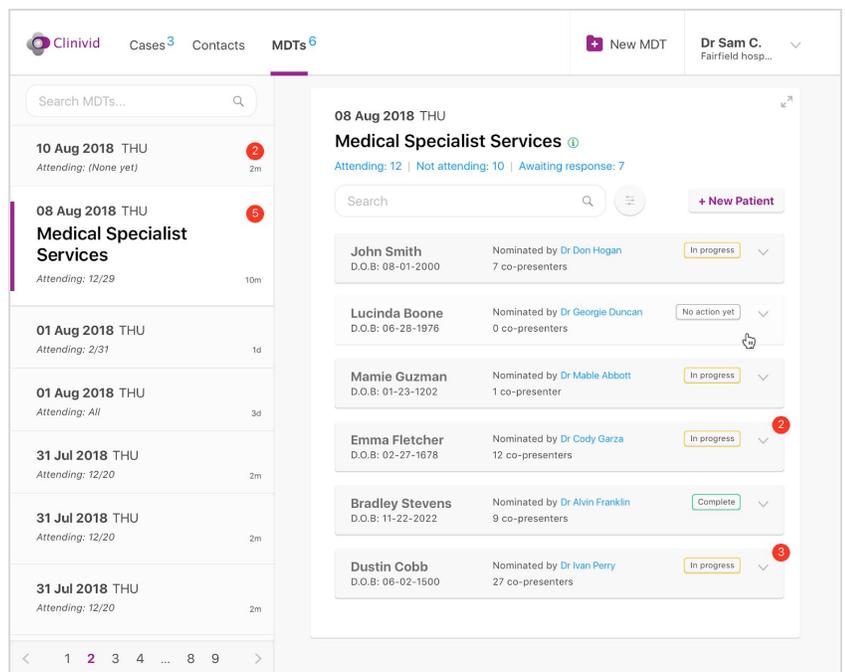
Coordinators can add participants by typing their names on the entry line. If the participant is a contact on the coordinators Clinivid account, then their name will be displayed. The coordinator can utilize the group feature to make invitations more efficient.

6. *Hit Create*

Once all the mandatory fields are entered, the coordinator can select “Create”. This will initialize the MDT and send out all the invitations via email and/or SMS to the participating clinicians.

Overview of MDT

The main MDT screen will allow the coordinator to see a snapshot of the progress and activities within each MDT meeting. The overview page is split into two columns. The left column displaying all the upcoming/current/past MDTs. The right side which provides details of the selected MDT, including each patient nomination, the [status](#) of the nomination and a down arrow that when clicked, activates the [patient nomination expand](#). The overview also displays the [attendees list](#) and other MDT information that was entered in the [create MDT](#) phase. A search function is available for quick and easy patient nomination identification.



Attendance screen

As more and more clinicians respond to the MDT invitation, the attendance list builds up. Clinicians are separated into three categories.

- 1) Attending
- 2) Not Attending
- 3) Awaiting response

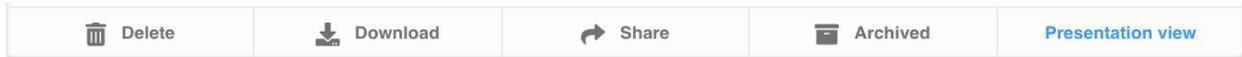
If a coordinator is awaiting a response from a clinician, they are able to trigger a reminder by clicking on the “Remind” button on the attendance screen. This will resend an MDT invitation via email.

Add new patients

Coordinators also have the ability to nominate patients by clicking “+ New Patient” button, this follows the same procedure as [Nominate Patient](#).

Patient case expand

Selecting the down arrow on the patient nomination form will expand the contents of the nomination. Displaying attachments and comments uploaded by nominating clinicians, third party information providers and coordinators. Below these attachments and comments is a toolbar containing various actions, such as:



1. **Delete nomination**

Deleting a nomination will permanently remove the patient from the MDT workflow, and lose all the information associated with the patient.

2. **Download nomination**

Downloading patient nomination will create an external PDF with all the nomination details, attachments, comments, patient details, and other notes created during the MDT.

3. **Share nomination**

Sharing a patient nomination will send the outcome of the MDT to the intended clinician(s). Selecting the “Share” action will create a new Clinivid case prefilled with the patient details, subject, attachments (if present) and comments. The coordinator must include the recipient(s) and any other information necessary. The coordinator clicks send when satisfied with the content and the case will send like a normal Clinivid case.

4. **Archive nomination**

This function is available for customers with an integration to their clinical system set up, whereby MDT cases can be directly archived to the Clinician Records Management System.

5. **Presentation view**

Selecting this action will [enter presentation view](#).

These actions are only available to the coordinator or the nominating/co-presenting clinician.

Change status

The patient nomination can be set to one of four different statuses.

1. **No action**

This is the default status and indicates that the coordinator has not yet requested any further information, although requires it.

2. **In progress**

This status indicates that the coordinator has requested further details, although is yet to receive all of the information.

3. **Complete**

This status indicates that the coordinator has received all the extra details for the patient and/or does not require any more information.

4. **Tabling**

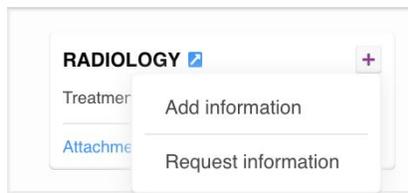
This status indicates that the patient is on the agenda, although it will not be discussed in the MDT.

Add information

Coordinators can add extra information by selecting the “Add information” option from the dropdown menu in the expanded patient view. Selecting this option will allow the coordinator to upload files and/or comments.

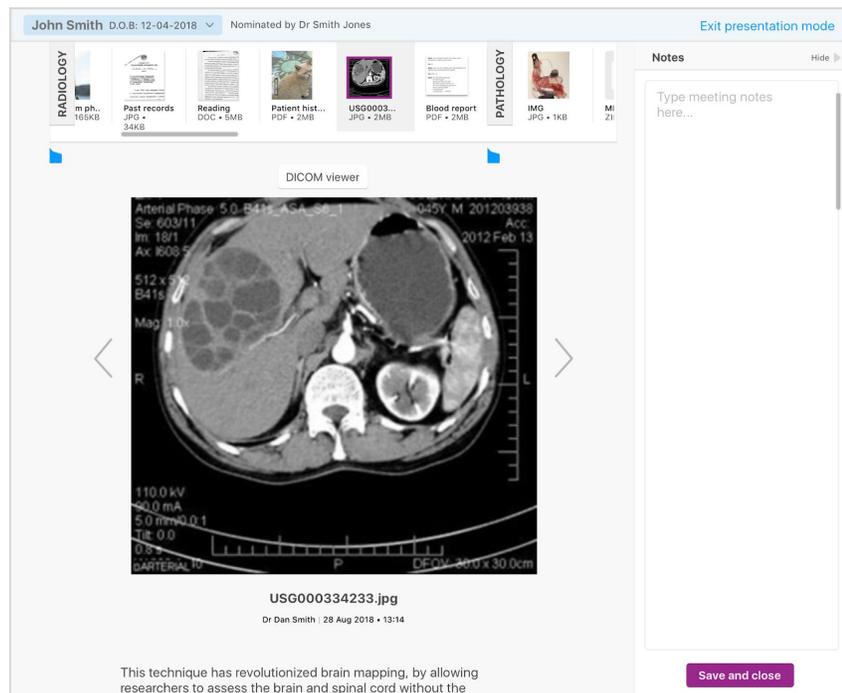
Request for information

Coordinators can request further patient information from the [third party](#) by selecting “Request information” from the dropdown menu in the expanded patient view. Selecting this option will create a request information form prefilled with patient details and subject line. The coordinator must include the recipient(s) and optionally add a brief description of the request. After filling out the form, the coordinator clicks “Create” which will send through an email to the third party requesting information.



Entering presentation view

The presentation view is how the MDT is displayed. The top half of the screen displays a media carousel which contains all the files, images and videos associated with the patient. Above the carousel displays the patient name, date of birth and the nominating clinician. The bottom half of the the screen shows the contents of the media item. The right side of the screen is available for notes during the MDT. The coordinator can scroll through the media items by clicking on either arrow beside the media item. Clicking on the media item will expand the image and enter fullscreen mode, press “esc” to exit fullscreen. Once a patient has been discussed, to toggle through patients, the coordinator can click on the drop-down menu at the top left of the screen which will display the full list of patient nominations. At any time of the MDT, the coordinator is able to leave the presentation by clicking on “Exit presentation mode” on the top right of the screen.



DICOM Viewer

The MDT incorporates a DICOM view plugin to support the distribution and viewing of medical images.

Participant

Participants that have been invited to partake in an MDT will receive an invitation in their email.

Accepting MDT invitation

Clicking on the invitation link sent to each participants email, they will have a choice of either accepting or declining the MDT invitation. Responding “Yes, I will attend” will trigger another email confirming their attendance and notify the coordinator of their attendance.

Declining MDT invitation

If the participant selects “No, thanks” to the invitation, they will opt out of attending the upcoming MDT. If, after opting out the participant wants to opt back in, they will have to message the MDT coordinator via Clinivid or email.

Nominate patient

After a participant has responded attending to an MDT invitation, they will then have the option to nominate a patient(s). The participant must follow a few simple steps to successfully nominate a patient:

1. Enter the patient's title, name and date of birth.
2. State whether there are any co-presenting clinicians for the nomination, if yes, include their name. If the co-presenting doctor is part of the participants Clinivid workflow, their name should be visible after typing the first character.
3. Declare whether the nomination is for discussion or tabling.
4. Include a description, files and media under any of the three categories; Radiology, Pathology or Other.

Submit invitation

Once the participant is satisfied with all the information they have given, the invitation overview is displayed, which shows:

1. When the MDT is scheduled for
2. The patient(s) being nominated
3. Co-presenting doctors

The participant clicks submit which gives a confirmation view of the invite. However, if the participant is not satisfied with the information given, they are able to click the back button and modify any details.

View MDT agenda

A participant has two ways of viewing upcoming MDTs:

1. After the participant accepts the invitation to the upcoming MDT, they are given a confirmation email which contains the details of the MDT and provides a link to view the agenda. Clicking on this link, the participant will be asked to log into their Clinivid account and then are directed into the MDT case overview.
2. Alternatively, the participant can go directly into the MDT section in WebApp by accessing <https://app.clinivid.com.au/mdt/cases/>.

The screenshot shows the Clinivid web application interface for nominating a patient. The browser address bar displays <https://mdt.clinivid.com.au/>. The page title is "Clinivid". The navigation bar shows "RSVP" (checked) and "Nominate patient" (active). The main form is titled "Nominate a patient?". It has a "Yes" radio button selected and a "No" radio button. Below this are input fields for "Ms" (dropdown), "Josephine" (text), and "Last name*" (text). There is a "D.O.B*" field with a calendar icon. The "Co-presenting doctors?" section has a "Yes" radio button selected and a "No" radio button. Below this are three doctor selection buttons: "Dr Edith Joseph X", "Dr Scott Murphy X", and "Dav|". A tooltip is open over the "Dav|" button, showing two doctor suggestions: "Dr Cunningham, David" (Surgery, Fairfield Hospital) and "Dr Rogers, Davette" (Head Technician, Diagnostic Endoscopy Centre). Below the doctor selection is a "Press enter to create new entry" link. The form has three main sections: "Radiology" with an "Enter details..." text area and three file upload buttons (JPG file 165KB, PDF file 34KB, DOC file 5MB); "Pathology" with a text area containing "Lorem ipsum dolor sit amet" and a search icon; and "Other" with a text area containing "Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat." and a search icon. At the bottom of the form are "Back" and "Next" buttons. A footer link says "Need help or have feedback? Contact support". The footer text is "©2016-2018 Health Care Innovate Pty Ltd under license. All Rights Reserved."

Reviewer

The reviewer is part of the MDT however they do not partake in patient nomination or providing any patient information. The reviewer assists with the outcomes and is able to review patient nominations.

Third party information provider

The third party provides extra information if required for patient nominations.

Adding the information

If the coordinator requests extra information for a patient nomination, the third party will receive an email with a link to submit additional files/comments. After clicking on the link, the third party has to go through a few steps to add the information:

1. **Verify identity**

To verify their identity, the provider must enter their first name, last name, email and accept the terms of service.

2. **Attach files and include a description**

The provider can now attach additional information for the MDT. Clicking on “Upload from computer” will open up all the files on your computer. Navigate and select the relevant files. Include a description (optional).

3. **Click confirm**

Once the third party is satisfied with the added information, they will click confirm. This delivers the information into the patient nomination.

Feedback/Support

We are here to help you. If you have any questions, please contact us at:

Email: support@clinivid.com.au

Phone: (02) 9327 7737 (Mon-Fri 8.30am – 6pm & Saturday 8.30am – 2pm AEDT)

Or visit our website at clinivid.com.au, which also includes a resource section with [Frequently Asked Questions](#) and a number of templates to download.

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