Standard working procedure
Clinical committees (multidisciplinary teams)

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Requirements for Clinical Committee meetings

This standard working procedure applies to all clinical committes in the Hospital

Before the meeting:

1. Requirement / action: Communication to the team of the advisory body

The professional who wants to present the case to the Committee, must communicate it via SAP agenda at least 24-48 hours in advance, whenever possible.

Responsible Member: all members. The secretary should follow the accomplishment of this requirement

Template: Does not apply

2. Requirement / action: Verification of scheduled patient and Notice of the responsible professional

The professional presenting the case must validate that it is correctly scheduled, write it down in the information system (SAP) and indicate if it needs professional consultants who are not part of the CORE Committee and if any additional resources are needed. In the exceptional case of not being able to attend the Committee, the member must delegate to another professional from the unite/department.

Responsible Member: all members. The secretary should follow the accomplishment of this requirement

Template: Does not apply

During the Committee:

1. Requirement / action: Standardization of clinical note

The minimum and necessary information to be introduced in the clinical note is:

Motives to presenting the case, tumour staging (TNM or others), pathologist results and therapeutic decision. This information must be included in the information system (SAP)

Responsible Member: Secretary or Delegate, or referring doctor of the patient

Template: Does not apply

2. Requirement / action: Assistance from Committee professionals

Attendance registration is mandatory at all meetings held by the Committee. Assistance must be documented either by signing a document or, in the event that the meetings are telematic, the secretary will register the assistance. This document must be uploaded to the PROVARE document manager.

Responsible Member: Coordinator and / or Secretary
Template: Committee attendance record.

After the Committee:

1. Requirement / action: Committee-quality mettings

At least twice a year the members of the committee will meet to discuss quality affairs: updating of clinical pathways, protocols, and procedures (assigning people responsible for new activities) reviewing the scorecard and identifying areas for improvement. It is necessary to generate minutes of this meeting. Documents must be uploaded to the hospital's document manager PROVARE.

Responsible Member: secretary
Template: meeting minutes