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Documenting the Multidisciplinary Cancer Conferences (MCC) Process: Advice

Purpose: To offer advice on how to document the MCC process. Templates and other resources that will assist in the documentation process can be found at: http://www.cancercare.on.ca/pcs/treatment/multiconfers/.

1. What are the roles and responsibilities of participants at an MCC?

Physician	Roles and Responsibilities
Participating Physicians	• Provide an expert opinion on a patient.
Treating/Presenting Physicians	• Discuss treatment options and conclusions of the MCC with their patient (discussed at the MCC) and inform the patient of the ultimate treatment recommendations. • Ensure all necessary patient details are ready for the MCC.
MCC Coordinator	• Responsible for the administration, management, support and functioning of the MCC. • Plans MCCs, communicates and interacts with physicians, keeps a list of patients discussed at the MCC as well as a record of the discussion outcome on file (via the MCC record), and collects quality data.
MCC Chair (or Delegate)	• Facilitates the MCC, encourages participation of all MCC members and facilitates a team environment. • Ensures that all forwarded cases that have been selected for presentation are discussed within the allotted time. • Ensures patient confidentiality is maintained by reminding participants of privacy issues and permitting only appropriate attendance. • Responsible for the documentation of the recommendations into the MCC record.

Defining the MCC Record
The MCC record refers to where the hospital maintains MCC-specific information. The mechanism will differ by hospital, but essentially includes attendance records, patient listings and patient-specific information. Options for the MCC record can include, but is not limited to the following examples:

o **MCC Record Template:** a template providing documentation of the date of the MCC, patient information provided, MCC discussion and treatment recommendations. The template is available at: http://www.cancercare.on.ca/toolbox/mcc_tools/

o **Administrative Database** (e.g. customized, excel based, web-based): stores MCC information such as date of MCCs, attendance, etc. and is maintained by the MCC Coordinator.

2. What information should be documented at an MCC, by whom and when?

The following chart summarizes advice for documenting MCCs:

Information Type	"What" Information to Document	"When" to document	"Who" should document	"Where" it should be documented
ADMINISTRATIVE INFORMATION	• MCC Terms of Reference	• Once • Review annually	• MCC Coordinator • Chair • Participant input	• Available to MCC participants and administration
	• List of MCC attendees (e.g. participants of the MCC)	• During MCC	• MCC Coordinator	• Administrative database/MCC record
	• List of patients discussed at a MCC	• During MCC	• MCC Coordinator	• Administrative database/MCC record
	• Date of MCC and location	• During MCC	• MCC Coordinator	• Administrative database/MCC record
PATIENT-SPECIFIC INFORMATION	• Patient information requested for review by treating physician o Eg. Was radiology / pathology reviewed?	• Prior to MCC/ During MCC	• MCC Coordinator or Chair	• MCC record
	• Patient discussion summary	• During MCC	• MCC Chair	• MCC record
MCC OUTCOME INFORMATION	• Discussion between physician and patient regarding MCC decision • The MCC consensus/ conclusion reached for the patient • Ideally, when the treatment plan followed differs from the MCC discussion, the reasons or rationale should be noted in the patient record	• Post-MCC	• Treating Physician	• Patient record