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<p>The Benefits as described by health and social care workers of participating in clinical meetings</p>
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1. They provide an update on the progress of patients	2. It provides time for 'face-to-face' contact with colleagues
3. Hospital admissions and discharges can be discussed	4. Care can be planned
5. Issues about terminal care can be discussed	6. It allows a multi-disciplinary approach
7. It can be used to organise more detailed meetings, e.g. case conferences	8. It facilitates referrals
9. Uncertainty can be cleared up and queries answered	10. One gains different perspectives
11. 'Side conversations' with colleagues can take place afterwards	12. It keeps lines of communication open

<p>Factors that support effective clinical meetings</p>
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1. Regular occurrence of meetings and that cases are regularly raised	2. Anything considered relevant by any team member can be raised
3. Choose timing and location to minimize disruption to clinical work	4. Ensure liaison with colleagues in other PCTs who have seen the client/patient
5. Keep meetings short and focused – have an emphasis on problem solving and communications	6. Have a structured format
7. Ease of access to files and patient details	8. Good attendance by participants / commitment
9. Discuss between two and five cases per meeting	10. Meeting organisation by administration support staff
11. Good interpersonal relationships and respect	12. Do not duplicate work done elsewhere
13. Punctuality	14. Only disclose/discuss relevant information
15. Have an appropriate meeting space	