GUIDE FOR MULTIDISCIPLINARY TRAUMA PI COMMITTEE PRESENTERS

The key to a productive MDPI Committee meeting is preparation. The following guidelines are designed to enable the committee to efficiently and accurately review cases and render meaningful decisions in the hour-long session.

Presenters – If you received a packet of briefing information regarding a case, please prepare as follows:

- Please plan to attend the meeting. If you cannot, please name a designee and provide the packet and these instructions to them. In either case, notify the Trauma Program of the proposed change.
- Review the materials provided, as well as any pertinent information from the medical record, and prepare a written summary of the issues you have been asked to comment about. Forward the summary to the Trauma Program by secure email prior to the meeting.
- If the care issues involve a professional from your department and they are not able to attend, confer with them in advance of the meeting. Review all pertinent issues and include details on decision-making and rationale for care in your summary.
- Be prepared to discuss the case in detail at the committee meeting. Ensure that you have important timelines, lab values, or other important data available, as there may not be time to search for it at the meeting.

If the Trauma Program has not received your summary by the day prior to the meeting, you will be contacted personally by the Trauma Medical Director.