## Eating Disorder Peer Workforce Guidelines Appendix F: MDT/Case review template

Date:

*[Date of the meeting]*

Participant Label:

*[Attach patient label/equivalent]*

Participant ID:

*[Medical Record Number/Unique Identifier]*

Attendees:

*[List the names and roles of all care team members present   
at the meeting, including participant and family/other supports]*

Apologies:

*[List the names and roles of all care team members not present at the meeting]*

Purpose of the Meeting:

*[Briefly state the purpose of the MDT meeting, e.g., to review progress   
and discuss treatment plan updates since last meeting 4 weeks ago]*

Review of Previous Meeting Minutes:

*[Provide a summary of the key points discussed in the previous case review]*

Progress Overview:

*[Summarise each person’s perspective of current status, progress towards each   
treatment goal, and any recent developments since the last meeting. Not everyone   
will have all listed professionals, and these can be adapted as appropriate]*

Participant Input:

Peer Worker Input:

*[Encourage the peer worker to provide their feedback on the participant’s current status,   
and progress towards treatment goals, including any suggestions or adjustments based   
on their observations and insights]*

Mental Health Professional Input:

Dietetic Input:

Nursing team input:

Medical team Input:

Other team Input (e.g. other allied health, expressive therapists etc):

Discussion and Recommendations:

Discussion Points:

*[Encourage the peer worker to provide their feedback on the participant’s current status,   
and progress towards treatment goals, including any suggestions or adjustments based   
on their observations and insights]*

Recommendations:

*[Record any recommendations or action items resulting from the discussion, including those provided by the peer worker]*

Next Steps and Follow-Up:

Action Items:

*[List all action items identified during the meeting, along with responsible team members and due dates. Ensure communication strategy to absent care team members is included]*

Follow-Up Plan:

*[Outline the plan for ongoing communication and updates between care team members before the next meeting]*

Next Meeting Date:

*[Set the date for the next case review meeting. Frequency will be determined by the service setting and need of the participant]*

\*Note: This template is intended as a general guide and can be customised to suit the specific needs and preferences of the care team. Prompts have been included to ensure  
 that the peer worker's feedback and contributions are actively elicited and recorded as an integral part of the participant’s progress review and treatment planning process.