

Consensus Development Group Invitation and Instructions letter

UCL DEPARTMENT OF APPLIED HEALTH RESEARCH

[Insert address]

Dear [insert name]

Re: Improving the effectiveness of multidisciplinary team (MDT) meetings for patients with chronic diseases (NIHR funded research)

Many thanks for agreeing to take part in our Consensus Development Panel on improving the effectiveness of MDT meetings.

As you know, your participation in this study involves two stages:

1. Responding to the questions in the enclosed booklet.
2. Taking part in a Consensus Development Meeting on the 10th of September 2013, 11.30am-3pm.

Instructions and further information about each stage are detailed below.

1. Completing the questions in the booklet

The booklet briefly outlines possible areas in which MDTs could be modified to improve their effectiveness. However, as described in the booklet, the research evidence and guidance is insufficient to allow the generation of recommendations. We have therefore invited you and your fellow panellists to draw on your knowledge and experience, in addition to the information provided, to give your views about each area.

We would like you to:

- Rate your personal level of support for each of the recommendations provided on a scale of 1 to 9, where:
 - 1=strongly disagree
 - 5=neither agree nor disagree, i.e. depends on circumstances
 - 9=strongly agree
 - Don't know = you do not think you are informed enough to answer the question.
- Please think about what would be feasible rather than merely desirable recommendations.
- **There are no right or wrong answers.** We have recruited a range of professional groups and experts to capture diverse viewpoints.
- There are also some 'open questions'. Please write brief responses. Where possible, we will then convert your responses into recommendations for consideration at the Consensus Development Meeting on 10 September.

This process will take about 90 minutes. All the questions do not need to be answered in one sitting.

Please return the questionnaire in the enclosed pre-paid envelope by Friday the 19th of July.

This will allow us to collate all replies in time for the consensus development meeting.

2. The Consensus Development Meeting

This will take place on Tuesday 10 September, 11.30am-3pm at UCL Partners, Meeting Room 1, 3rd Floor 170 Tottenham Court Road, London W1T 7HA (map and travel instructions enclosed).

At the Consensus Development Meeting, we will remind you of your previous rating for each question, and also provide you with the distribution of ratings from other panellists for each recommendation. The feedback will be personalised so that each participant receives their own first round ratings, but the personalised rating will not be revealed to other panellists.

During the meeting we will discuss each of the recommendations, focusing on those where there is little consensus among the participants. When differences in first round questionnaire ratings have resulted from ambiguity in the wording of the question, we will agree a revised wording before making a second round rating. This will provide everyone with an opportunity to review their initial ratings in the light of the points raised and rate the recommendations again. There is no obligation to alter your initial rating.

The meeting will be audiotaped, provided all participants consent to this, to allow us to capture the particular components of the discussion that explain continuing lack of consensus.

Please call or email if you would like to discuss any aspect of the task, or if you need further information.

We look forward to meeting you at the Consensus Development Meeting on 10 September 2013.

Best wishes,

Rosalind Raine
Professor of Health Care Evaluation
Head of Department of Applied Health Research
UCL Partners Programme Director, Population Health