

Job Title NW- MDT Co-ordinator
Department: Genomic Medicine
Band 4

Hours: 37.5

Manchester Centre for Genomic Medicine
Responsible to: Administration Manager
Accountable to: Operational Manager

Job Summary

Introduction

NHS England has commissioned the NHS Genomic Medicine Service. This will be delivered by a network of:

- Regional Clinical Genetics Services
- Genomic Laboratory Hubs (GLH) which provide testing, interpretation, and reporting services as detailed in the National Genomic Test Directory.
- Genomic Medicine Service Alliances (GMSA), which have responsibilities including embedding genomics more broadly into clinical pathways, supporting equitable access to testing, and an education and training remit.

Lynch Syndrome is one of the most common hereditary cancer predisposition syndromes and is thought to affect 1:400 people, of which 95% are unaware of their diagnosis.

Lynch Syndrome increases the risk of a variety of cancers, most commonly colorectal and endometrial (womb) and less common cancers of the ovary, skin, brain, pancreas, bladder and kidney. The early identification of patients with Lynch Syndrome is vital. Screening for Lynch syndrome via mismatch repair immunohistochemistry or microsatellite instability analysis is now in NICE guidelines for colorectal and endometrial cancers and a strategic priority for NHS England. This will mean many more people are diagnosed with Lynch syndrome. As it is an inherited condition, when individuals are diagnosed with Lynch syndrome, their family will be offered testing to find more people.

Those with Lynch syndrome are offered different interventions to reduce their cancer risk and help them achieve a normal life expectancy. These include regular colonoscopy, risk-reducing surgery such as hysterectomy, the use of long-term aspirin, treatment to eradicate infection with H. Pylori and symptom education. However, sadly many people with Lynch syndrome do not get the appropriate care due to systematic failings in coordinating their care.

The Northwest GMSA has a Lynch Syndrome Project, part of a national project that aims to ensure the correct onward referral, surveillance, patient information, and personalised treatment of those with abnormal tumour studies. Within Manchester there is an existing Lynch syndrome register. A register will need to be established within the Liverpool regional genetics service.

Role Summary

You will establish the regional Lynch Syndrome MDT, facilitating appropriate discussion of patients with appropriate clinical input. This involves liaising closely with the regional Lynch Nurse as well as the clinicians across the North West. You will also liaise closely with the database manager in the Manchester Regional Genetics service.

You will liaise with MDT Coordinators across the North West to ensure that patients receive the correct care. This will include providing information about the establishment of these services and specific patient information which might include identifying aspects of patient care in other providers that have not occurred as they should. The MDT coordinator will liaise with both the regional genetic services in Liverpool and Manchester to ensure that patients with Lynch syndrome are recorded and managed appropriately.

The Lynch Syndrome Project will begin with colorectal and gynaecology MDTs. This may extend to other MDTs if the Project Group agrees this is appropriate and feasible.

The Project group will determine the recurrent service requirements to support Lynch Syndrome with providers and commissioners across the North West.

You will be responsible for collating, collecting and inputting patient activity data, carrying out all administrative duties in relation to NW Lynch Syndrome Cancer Multi-Disciplinary Team Meetings (MDT), and ensuring appropriate records are maintained.

Principle Responsibilities of the role

Coordination of regional MDT and liaison with regional Lynch Syndrome Nurse

1. Liaise with each MDT Clinical lead for Lynch Syndrome to ensure the MMR results are discussed for each case. These will then be recorded in the MDT record, and action (even if no action) recorded.
2. Collate all abnormal MMR results from across the Northwest and ensure, if appropriate, a referral has been made to the regional clinical genetic service
3. Compare Lynch Syndrome diagnoses from the NW GLH with the local Lynch syndrome register to ensure all positive results are tracked and communicated to the named consultant
4. Provide administrative facilitation to regional Lynch Syndrome meetings, including organising and circulating agendas & lists of patients for discussion and ensuring MDTs run as smoothly as possible to reach their full potential in discussing all Lynch Syndrome patients. This includes live secretarial support to meetings and the use of video conferencing and other IT equipment.
5. To record attendance for team meetings accurately and circulate appropriately to ensure compliance with Lynch Syndrome standards.
6. To provide general administrative duties to the GMSA Lynch Syndrome team, to include, distributing documents quickly and efficiently-
7. To attend Lynch Syndrome meetings and keep a record of each discussion. To use this information for minimum data set collection.
8. To prepare regular reports with each Cancer MDT on their performance in relation to national guidelines and take part in local and national audits as required.
9. Work with information analysts to produce reports and validate data.

10. Maintain good working relationships with Clinicians, Specialist Nurses, and clerical and secretarial staff across the Northwest.
11. Communicate with and provide support to other MDT coordinators across the Northwest, CWT coordinators, and Cancer Registration and Coding clerks.
12. Work closely with information systems staff and communicate and work with the Cancer Services team across all NBT sites and wider in the Cancer Alliance's.
13. Participating in the education programme for Lynch Syndrome, especially for MDT coordinators across the Northwest.
14. Work closely with Cancer Alliances to share learning.
15. To support the Project Team with patient and public involvement opportunities.
16. To support the Project Team with its communication of the Lynch Syndrome Project and services in the Northwest.



Knowledge Training Experience and Skills

The postholder will have:

- Knowledge of hospital clinical and administrative procedures and practices, both routine and non-routine.
- An HNC/SVQIII in Secretarial Studies/Business Administration or equivalent experience is desirable. Advanced keyboard skills with accurate data entry are essential.
- Skilled in the use of hospital systems used in cancer MDTs.
- The skills to have flexibility and confidence to work independently, unsupervised and on own initiative in departments and clinics.
- Good organisational skills and be an excellent communicator (both verbally and written) with the ability to liaise with various specialist teams, clinical coders, medical records, staff, pathologists, and radiologists, across the Northwest.
- Appreciation of the sensitivity of highly confidential issues, both clinical and organisational.
- Strong interpersonal and communication skills to work effectively with members of the clinical teams treating cancer patients.
- Excellent knowledge and experience of computer packages, including word, excel, access, and PowerPoint, also required, especially confident in using email and the internet.
- Well-motivated and enthusiastic team member.
- Excellent attention to detail.
- Ability to prioritise workload and work to deadlines, manage interruptions, and adjust priorities at short notice.
- Team focussed.
- Willing to work flexibly to meet the needs of the service
- Excellent problem-solving skills.
- The ability to accurately retrieve data from electronic and paper sources and validate against other sources.
- The skills to ensure suitability and practicality of new computerised systems, evaluating them at the discretion of the management, and checking whether these meet the needs of collation and collection of minimum datasets.

Main Duties & Responsibilities of the Post

Responsibility for Patient/Client Care

- Handle highly sensitive and confidential information daily. There may be a need to discuss information with patients and relatives as a regular part of the job.
- Assist patients by re-directing their clinical enquiries to the most appropriate team member.
- Always ensure confidentiality of patient information.
- Coordinate, monitor, and review the patient pathway with colleagues to facilitate quicker diagnosis and treatment.
- Support Clinical Nurse Specialists with administrative tasks.

Responsibility for Research & Development

- Work closely with the clinical audit department in developing and maintaining a patient journey information database.
- Undertakes audits of a range of MDT activities as guided by the MDT Lead Clinician. Collect all non-clinical data and critically analyse and develop reports for the multidisciplinary team to facilitate and support service redesign.
- In conjunction with the team, help identify patients eligible for inclusion in audits and support any relevant research projects in the department.

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs. **All post**

holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control



Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

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Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.