

JOB DESCRIPTION

JOB TITLE:	Senior Cancer Services Multidisciplinary Team (MDT) Coordinator
BAND:	5
SALARY:	£28,407 - £34,581 per annum
HOURS:	37.5 per week
TYPE OF CONTRACT:	Fixed term 24 months
DEPARTMENT:	Cancer Services
SPECIALITY / DIVISION:	Family and Specialist Services
RESPONSIBLE TO:	Cancer Services Senior Support Manager

JOB SUMMARY:

- Each Cancer tumour site has a team of clinical specialists, which forms the MDT (Multi-Disciplinary Team). The Senior MDT Coordinator will take overall responsibility for coordinating the administrative function of each MDT to ensure all patients suspected of having cancer are proactively tracked through the appropriate patient pathway from point of entry to the Trust, through their diagnostic staging and are subsequently discussed at an appropriate MDT meeting.
- The Senior MDT Coordinator will manage a team of MDT Coordinators covering all tumour site MDTs. They will provide leadership to that team to ensure the complete accurate recording of data for all patients under the care of their tumour site, including those on the cancer Patient Tracking List (PTL). The Senior MDT Coordinator will supervise the daily running of the MDT Coordinator team, including the review of workloads, dealing with queries, coordinating annual leave / sickness absences ensuring there is cover where required, and overseeing issues in the office.
- They will ensure the full preparation of each weekly MDT meeting is managed effectively by the MDT Coordinator and Pathway Administrators.
- To work closely with the cancer services managers and key cancer stakeholders of each MDT (cancer site lead consultant, surgeon, histopathologist, radiologist, cancer

nurse specialist, physicians, oncologist, medical secretaries, admissions, medical records, X-ray library) to facilitate and administer the weekly cancer MDT meetings.

- To act as the lead contact for any issues raised regarding the administrative function of the cancer multi-disciplinary team (MDT) meetings, working closely with Cancer Senior Support Manager, Cancer Clinical Leads, and associated MDT staff to formulate actions to mitigate and address the issues/concerns
- The Senior MDT Coordinator will organise the MDT Coordinator team to ensure cancer PTLs are managed appropriately with patients tracked regularly and PTL meetings held weekly at a minimum or more frequently if required
- The Senior MDT Coordinator will be responsible for one tumour site. They will ensure that all patient medical records together with test results, including pathology, x-ray and any other relevant information will be entered onto the Somerset Cancer Register (SCR).
- They will communicate with named MDT coordinators in other Trusts to ensure the efficient transfer of patients between organisations for their designated tumour site to maintain shared responsibility for national cancer targets and to facilitate discussion at the weekly cancer site-specific network meetings for specialist discussion.
- They will be responsible for the PTL of their designated tumour site, ensuring tracking is performed regularly, meetings are held at least weekly and all relevant information is captured for each patient on the SCR.
- They will escalate patients at risk of breaching any of the national cancer waiting times standards or locally agreed targets and liaising with MDT membership and service and cancer managers to ensure compliance with the targets.
- They will work with service managers to complete the root cause analysis for patients that have breached the statutory measures. As part of the role they will work close with MDT Coordinators to validate and record breach reasons for patients that have breached the 62 Day Referral to Treatment standard.
- They will develop processes for accurate data collection across different tumour site pathways to ensure Cancer Outcomes and Services Dataset (COSD) and national and local audit data is complete. They will work with the Cancer Performance and Data Quality Manager to identify and address any gaps in data completeness.

MAIN DUTIES & RESPONSIBILITIES:

1. To develop specialist knowledge of their assigned cancer site.
2. Prepare the lists of patients for discussion at each cancer weekly multidisciplinary meetings (MDT), requiring communication with cancer services managers, medical secretaries, cancer site lead consultant, surgeons, histopathologists, radiologists, cancer nurse specialists, physicians, oncologists, medical secretaries, surgical admissions,

medical records, and the x-ray library to collate the relevant information for discussion as per MDT operational policy.

3. Lead in the development of operational processes for each cancer MDT with the core members and the cancer services managers to agree the management and facilitation of the weekly meeting. Influence and lead on the ongoing review of these processes.
4. To accurately and prospectively record in the Somerset Cancer Register all outcomes at the time of MDT, using a networked computer to project the cancer register enabling the MDT members to view the data on each patient and the recorded outcome to check accuracy.
5. To ensure the outcomes recommended by the team are distributed to all core members in an agreed time after the meeting as per the operational policy by email and delivering individual patient proformas to each consultant for review and insertion into medical notes.
6. Be responsible for maintaining MDT attendance records, highlighting any issues which may impact on compliance with the national MDT standards which are subject to peer review.
7. To ensure the MDT Coordinators provide timely and accurate advice to the cancer clinical services to ensure that operational changes are made in order to avert breaches of national cancer waiting times targets that may compromise the Trust's ability to achieve a high performance.
8. To attend relevant weekly PTL meetings to ensure that potential breaches are identified and actions to mitigate are taken.
9. With the support of the cancer management team, to monitor the performance of tumour sites against both the agreed waiting time targets for diagnosis and treatment of patients diagnosed with cancer and other local and national targets.
10. To ensure the NHS cancer waiting times data for the 28, 31 and 62 day targets is collected, monitored and performance managed prospectively for reporting on a weekly basis. Liaising with MDT membership and the cancer managers to ensure compliance with the targets.
11. To promote the understanding of cancer waiting time definitions by assisting the cancer services managers in training sessions.

12. To assist the cancer services managers, MDT core members and RUH performance team with data and information as required for both national and local needs for performance monitoring, audit and clinical governance.
13. To regularly attend RUH cancer management meetings, SWAG Cancer Alliance and Somerset Cancer Register educational/training events and national cancer conferences as directed by the cancer services managers. To share learning outcomes of these meetings/events.

Line Management:

14. To be line manager to the MDT Coordinator workforce, responsible for all aspects of line management, including adherence to all appropriate HR policies i.e. recruitment, supporting attendance and managing performance.
15. To provide leadership to the team of MDT Coordinators, developing and supporting the team to ensure that departmental goals are achieved and maintained.
16. To be responsible for the induction of new starters, including the delivery of in-house training.

Other duties:

17. Undertake projects as required.
18. To partake in national and local audits as directed by your site specific clinical teams and create good working relationships with the Business Intelligence team to ensure compliance with submission deadlines.
19. To carry out any other duties as required by the post as directed by the cancer services managers.

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (2018) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their

colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

PATIENT AND CARER EXPERIENCE

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

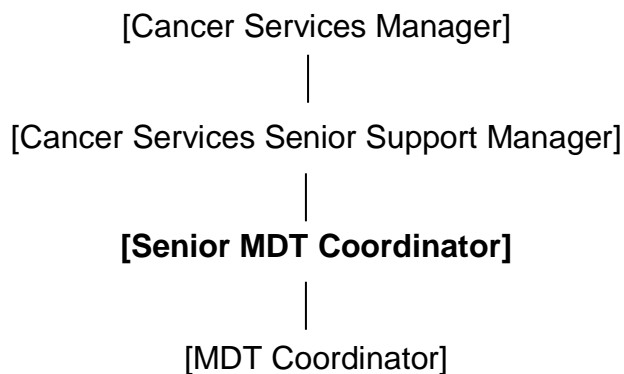
FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

DIMENSIONS

The post holder will line manage the team of seven MDT Coordinators. There will be no budgetary responsibility associated with this post.

STRUCTURE CHART



ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	<p>Educated to Diploma/Degree level or equivalent experience</p> <p>Educated to NVQ 3 or equivalent level, QCF Level 4, BTCH or HNC or equivalent experience</p> <p>Good typing skills</p> <p>Ability to proactively identify own training needs and identify training opportunities</p>	<p>Educated to A level standard or equivalent</p> <p>NVQ Level 3</p> <p>Recognised medical terminology course/demonstrable knowledge of medical terminology in relation to cancer</p>
Knowledge & Experience	<p>Excellent knowledge of computerised databases and Microsoft office</p> <p>Minimum 2 years experience within the NHS</p> <p>Detailed knowledge of medical terminology</p> <p>Knowledge of cancer and its management with an ability to gain skills and knowledge in a rapidly changing field</p> <p>Knowledge of cancer waiting times targets</p> <p>Willingness to undertake further study to develop skills and knowledge to maintain a quality service</p> <p>Clear knowledge and understanding of the function of multidisciplinary team working practices to help teams work collaboratively</p> <p>Experience of working in an office environment</p>	<p>Previous experience of the Somerset Cancer Register</p> <p>Understanding of the NHS Cancer Strategy</p> <p>Understanding of the National Guidelines and cancer standards</p> <p>Experience of working within clinical specialties</p>

	<p>Experience/knowledge of issues of working with confidential information and understanding of need for confidentiality</p> <p>Experience of inputting accurate and timely data into computer systems</p>	
Values	<p>Values and respects others, treats everyone as an individual, is non-judgemental</p> <p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work.</p>	
Specific Skills	<p>Excellent IT skills – email, internet, Microsoft Office and databases</p> <p>Excellent analytical, numerical and presentation skills</p> <p>Able to express information in a clear concise and understandable way both verbally and written</p> <p>Ability to interpret national guidelines i.e. cancer waiting times and communicate the trusts performance against these guidelines</p> <p>Management of complex clinical information</p> <p>Understandings of data protection and apply this knowledge when working</p>	<p>Knowledge of hospital patient administration systems, pathology, imaging and other clinical databases</p>

	<p>across organisations within the cancer network.</p> <p>Contribute to promoting the effectiveness of teams and best practice</p> <p>Ability to initiate change to improve efficiency</p> <p>Excellent organisation skills to coordinate weekly meetings and manage data collection</p> <p>Well organised, methodical with a high attention to detail producing efficient, complete and high quality information to the MDT</p> <p>Excellent interpersonal skills with the ability and confidence to liaise with clinical staff and managers at all levels on various matters including clinical information and data collection using all communication methods.</p> <p>To maintain confidentiality at all times and be able to demonstrate discretion</p> <p>Ability to prioritise and organise own workload effectively</p> <p>Ability to work effectively as part of multiple teams depending upon the cancer site</p> <p>Ability to produce work of a high standard with attention to detail</p> <p>Ability to cope effectively when under pressure whilst continuing to work to tight deadlines</p>	
--	--	--

Physical Skills & Effort Emotional Effort	<p>Standard keyboard skills.</p> <p>Majority of the time will be in a sitting position based at a computer.</p> <p>The post holder will need to concentrate for the majority of their day in order to ensure accuracy of updating systems. There will be some interruptions from internal staff.</p> <p>The post holder will need to remain resilient dealing with emotional sensitive information.</p> <p>Able to support and understand the needs of the team and adopt a balanced approach to problem solving</p>	<p>Minimum average typing spend 25 wpm</p>
Requirements due to Working Environment	<p>Office based role</p> <p>Flexible approach to the role</p> <p>To deal sensitively with emotional and distressed individuals due to office location</p> <p>Awareness of health and safety requirements as a manager in a hospital environment</p>	