

Job Title:	MDT Coordinator
Reports to (job title):	Service Manager
Line Manager to:	MDT Administrator

## Job purpose

The MDT Coordinator will be part of a wider business support function and has a key role in providing coordinated care to patients by developing, monitoring, and evaluating interdisciplinary care.

The role involves participating in meetings, coordinating information and care requirements with other care providers; resolving issues that could affect smooth care progression. This includes the monitoring of delivery of care by; documenting care; identifying progress toward desired care outcomes; intervening to overcome deviations in the expected plan of care; reviewing the care plan with patients in conjunction with the direct care providers, interacting with involved departments to negotiate and expedite scheduling and completion of tests, procedures, and consults; reporting personnel and performance issues to the national lead and service manager; maintaining ongoing communication with staff regarding variances from the care plan or transfer/discharge plan.

## Base

This is a home-based role working remotely however the post holder must be able to travel to either, Grimsby, Scunthorpe or Oldham for ad hoc meetings and training

## This post is responsible for

- Proactively track the progress of suspected cancer patient along their pathway from point of referral to diagnosis and first treatment; this will include the co-ordination of reports, X-Rays/investigation results and clinic appointments to expedite the patients diagnosis and treatment
- Co-ordination and organisation of the Multidisciplinary Team (MDT) meetings and attend weekly meetings obtaining, recording relevant information facilitate the timely provision of care for patients
- Line management of administrators within Dermatology MDT Team

## Key responsibilities

- Liaise closely with all departments involved in providing timely care for patients. He/she will be required to work closely and proactively with the clinical teams and work collaboratively to ensure that planned patient treatment progresses smoothly and in a timely manner.
- Collect, record and report cancer information as required in order to meet national, regional and local reporting requirements.
- Responsible for ensuring all patients with cancer or suspected cancer have pre booked appointments and treatment in line with the cancer access patient pathways.
- Making decisions which require analysis as to the most appropriate appointment for a cancer patient whilst considering other patient needs and workload.
- Responsible for the co-ordination, organisation and management of the weekly MDT meetings, ensuring all relevant people are notified, all required information, notes, reports, results and X-Rays are available.
- Attend weekly MDT meetings, complete detailed proforma or summary for each patient discussed and responsible for typing, distributing minutes, and following up action points in a timely manner.
- Maintain a record of treatment decisions made at multi-disciplinary team meetings and ensure that these decisions are recorded in patient notes.
- Ensure that the MDT team are achieving key performance indicators
- Performing appraisals, reviews & HR duties associated with the role of line manager
- Ensure all patients are held on the correct pathways on EMIS
- Track the progress of patients histology results on the histology trackers and ensure all results are received, reviewed and action within a timely manner.
- Ensure that all diagnosis' are uploaded onto Somerset Cancer Register within CWT guidelines
- Ensure that high standards of customer service are provided by communicating effectively and appropriately
- with service users, colleagues, managers and a range of professionals from within and outside of the organisation.

*This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role.*

## Proposed job plan

This role is a hybrid working role with an expectation that the post holder could attend at Dermatology services based in Oldham, Grimsby or Scunthorpe as required for training, meetings on an ad hoc basis.

The role is 37.5 hours per week Monday to Friday.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>Inspire</li> <li>Understand</li> <li>Communicate</li> </ul>	<ul style="list-style-type: none"> <li>Challenge</li> <li>Improve</li> <li>Learn</li> </ul>	<ul style="list-style-type: none"> <li>Accountability</li> <li>Involve</li> <li>Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourish. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual

# Job Description

orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Good general education e.g. GCSEs or equivalent.
- Accurate and efficient IT and keyboard skills.
- Effective interpersonal, organisational and communication skills. Ability to communicate clearly with a wide variety of colleagues and service users, both verbally and in writing.
- Good planning and organisational skills and ability to meet deadlines.
- Ability to work with discretion, sensitivity and maintain confidentiality.
- Ability to prioritise and manage workload within a busy environment.

### Desirable

- Previous experience in a similar role
- Team Leader/supervisory experience
- Relevant administrative or IT qualifications to NVQ level 2 or equivalent experience in maintaining patient care database by entering new information as it becomes available; verifying findings and reports; backing up data
- Experience of working to KPIs

Other requirements: Demonstrates a positive commitment to upholding the organisation's equality and diversity policies.

Employee signature

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Manager signature

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