

# Job description

## POST

Cancer MDM Coordinator

## SALARY

£25,147 - £27,596 per annum  
(pro rata where applicable)

## CARE GROUP

Diagnostics, Cancer & Buckland

## BASE

Trust wide

## CONTACT

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## Welcome to East Kent Hospitals

An exciting opportunity has arisen to join our MDM Cancer Compliance team

The role will be to lead and collaborate with the Multidisciplinary team ensuring patients are discussed and treatment is planned within the national targets.

You will work with a large team in order to track patients on your target list and will be responsible for the accurate and timely tracking on the Trusts systems.

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport discounts; a 24/7 staff support service - and the little things that make life easier, like on-site Amazon lockers and fresh fruit and veg stalls.

### About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.



# Cancer MDM Coordinator

## Role specific duties

The Trust is committed to achieving the 14, 28, 31, and 62-day Cancer Treatment targets and the careful management of the PTL will ensure that all patients are treated within these targets.

The cancer MDM coordinator will be expected to lead and collaborate with the Multidisciplinary Team, to establish and maintain a fully functional and organised Cancer Multidisciplinary Team (MDT) meeting. Tracks the progress of cancer patients through the care pathways.

The cancer MDM coordinator will be responsible for supporting the management of patients on a GP 62-day cancer pathway, a 31-day incidental finding pathway and all subsequent / recurrent patients. It is the MDM coordinators responsibility to liaise and negotiate with appropriate Cancer Pathway Navigators or departments to expedite identified delays of diagnostics, outpatients and treatments which would affect a patient's outcome and the Trust's compliance with the Cancer Waiting Times (CWT) Targets. To ensure the accurate and timely collection, input and production of required data items for tumour specific datasets to provide accurate MDT minutes, PTL's (Priority Target List's).

The post holder will ensure that accurate and complete data is recorded for ALL cancer patients to support data compliance with Faster Diagnosis, COSD and National Audits. The postholder will be required to support colleagues on other sites to cover MDT's through periods of annual leave at either K&C, WHH or QEQM.

The MDM co-ordinator will work closely with the Clinical Nurse and Clinical Support Workers to support patient experience, to improve the pathway timeframes to follow the escalation process.

The role requires effective working relations with the MDT leads, MDT coordinators, Clinical Nurse Specialists, theatre scheduling team, Radiology, Endoscopy, Pathology and service providers to ensure all patients are actively managed to prevent them breaching any of the cancer waiting time targets of 14, 28, 31 and 62 days. The Cancer Performance Manager and 28 Day Lead will be responsible for resolving any delays or problems within the patient cancer pathways – to ensure that the Trust achieves all the Cancer Waiting Times targets.

## Specific Responsibilities

- Develop a knowledge and understanding of the patient pathway for individual tumour sites. Develop and maintain up to date knowledge of the standards and targets being set nationally and locally for cancer. Provide effective and appropriate communication of this information to all relevant staff throughout the Trust (i.e. senior management, clinicians and support staff).
- Analyse patient pathways, taking into consideration the source of referral, actual diagnosis, current treatment plan and previous treatments carried out to decide which of the national Cancer Targets are applicable to each patient. This will require working with relevant members of the Multi-Disciplinary team to validate patient pathways and identify any areas of delay that require further investigation.
- Ensure that all cancer target patients are accurately monitored prospectively through each stage of their diagnostic and treatment pathway. To be achieved by working closely with members of the MDT (those based at the Trust and at the Cancer/Specialist centre(s) and their support staff.



- The Cancer MDM Coordinator will be expected to validate their Cancer diagnosed 62-day PTL on a daily basis ensuring investigation or treatment are being dated within the time scale allowed as per the local policy and follow escalation process to achieve compliance.
- Responsibility for location, collection and management of required key data items and recorded into Infoflex – the Network wide Cancer database.
- Support and facilitate the MDT by ensuring all highly suspected, newly diagnosed, recurrent, subsequent and metastatic cancer patients, will be reviewed by an MDT meeting within the appropriate timescale with all investigations/information available.
- Lead, co-ordinate, administrate and attend the Cancer MDT meetings ensuring that the MDT members are aware of the breach dates at discussion and any operational issues and required datasets are discussed and recorded.
- Administrate by ensuring all discussion lists, pre-MDM summaries and notes are true and correct and available at time of meeting.
- Co-ordinate all post-MDM discussion actions ensuring completeness.
- To have working knowledge of video conferencing technology and computer systems used within the Trust and responsibility for ensuring the functionality of the meeting room environment.
- Maintain a list of attendees and produce monitoring records to show adherence to the associated National Quality Measures (Peer Review).
- Record MDM outcomes and treatment plans as agreed at the meeting in real time within Cancer services guidelines and documented on Infoflex.
- Ensure minutes for each patient are produced, accurate and distributed to core members, filed in the hospital notes and distributed to named GPs within 24 hours.
- To monitor that MDT outcomes/treatment plans are progressed in accordance with all National 31- and 62-day Cancer Waiting Times Targets.
- Facilitating the making of, or confirming, outpatient and/or diagnostic test appointments, tertiary referrals and treatment start dates according to all national 31- and 62-day targets, with the appropriate personnel, following a process to expedite these where necessary.
- Assist with the ongoing development of Infoflex modules and associated MDT paperwork, supported by the Cancer Data Managers.
- Validate and complete data required for the Cancer Waiting Times (CWTs) data sets.
- To identify, manage and maintain systematic processes for accurate, timely data collection and data production by utilising Infoflex.
- Responsibility to identifying patients who no longer have a suspicion of cancer are removed from the cancer pathway and documented for audit purposes.
- To ensure that all patients on the cancer pathway are validated through the management of the patient tracking lists (PTL).
- The MDM coordinator will be expected to validate their Cancer 62-day PTL on a daily basis, either working with their tumour sites Cancer Pathway Navigators or the Cancer Performance or Cancer Transformation Manager. The PTL needs to be validated within 24 hours of next key event being undated or blank. All escalations to be made direct to the Care Groups or Supportive Services department, if your escalation is not actioned within 24 hours this will then be passed to your line manager for their support and the Senior Compliance Team will help with further escalations
- Escalations are completed daily and Infoflex/PTL are updated with each escalation to ensure the Senior Management team can help support your escalations where required.
- As MDM coordinator for this tumour site, you will be expected to feedback your performance position, knowing how many breaches and treatments you will enter each month and complete a detail report of why a breach occurred.



- Where possible please ensure all first appointments are updated as quickly as possible to ensure the patient is either removed from an active cancer pathway or the right investigations has been picked up and tracked accordingly this will also coincide with 28-day validation.
- To attend the weekly tumour site specific PTL management meetings ensuring that patients with pathway issues, treatment plans and risks to targets are brought to the meeting. It is used to forward plans for patients with suspicion of cancer to aim to adhere to targets.
- Communicates with a range of clinical and non-clinical staff concerning progress against quality standards. Facilitating communication between different clinical services.
- Responsible for maintaining patient records on Inflex (Cancer database) and PAS document entries.
- To monitor and promote compliance with the operational standards for MDTs and Cancer Services as laid down in the National and local measures.
- To lead and collaborate with other departments within and outside of the Trust to ensure outpatients, diagnostics and staging are made within time guideline to enable pathway to be met within target timescales.
- Responsible for management of appointments post MDM.
- Uses own judgement on planning, organising and content of MDT meetings
- Responsibility for escalating any delays to a patient's pathway, to appropriate staff and MDT members by adhering to the agreed escalation policy.
- Responsibility to liaise and negotiate with appropriate departments to expedite identified delays of diagnostics, outpatients and treatments which would be beneficial to a patient's outcome.
- Responsibility to communicate any pathway issues to appropriate staff and MDT members to enable pathway to be met within target timescales.
- Responsibility for ensuring all tertiary referrals are made appropriately, timely and documented accordingly.
- To undertake any audits as required by Cancer Compliance.
- Facilitate the collection and input out of that data of clinical outcomes data as outlined national and local data sets and any national audit that
- The post holder will retrieve information via other Trust systems (e.g. AllScripts, ePR, RIS, PACS, DartOCM, e-Referrals) and will need to use the Kent Oncology Management (KOMS) system regularly and understand Cancer Medical Terminology



## Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

## Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to

demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

## Our NHS People Promise

We are committed to the NHS People Promise. We want our culture to be positive, compassionate, and inclusive – and we all have our part to play.

## Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve.

## How to apply

For more information or to arrange to visit us, please contact Anna Lamb via [anna.lamb@nhs.net](mailto:anna.lamb@nhs.net)



## Person specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training	5 GCSE's equivalent including English language and Maths Grade C or above.	Must be able to demonstrate a good educational background NVQ 2 Business Administration	Application form
Skills and experience	<p>Work under pressure and to tight deadlines.</p> <p>Experience of working on your own and within a team</p> <p>Previous experience working in a NHS/Medical</p> <p>Able to prioritise workload, meet deadlines and use own initiative.</p> <p>Able to remain calm in a busy environment whilst working under pressure</p> <p>Ability to communicate at all levels, with strong written, verbal, numerical and communication skills</p> <p>Excellent typing and keyboard skills will be required as this post requires the ability to accurately record data into the Cancer Database (InfoFlex) quickly and efficiently.</p> <p>Positive and flexible approach.</p> <p>Good time management</p>	<p>Experience of using hospital systems to support their role i.e. PAS, Pathology and Radiology</p> <p>Data Collection, preferably clinical data.</p> <p>Minute Taking</p> <p>Intermediate level of Excel</p> <p>Able to negotiate and persuade.</p> <p>Experience in tracking patients</p>	<p>Application</p> <p>Interview</p>
Governance	Knowledge of Governance principles, systems process and policies		Application form
Personal/professional attributes	<p>Knowledge and understanding of NHS Cancer Plan and Cancer Waiting Times targets</p> <p>Able to demonstrate knowledge of national and local targets and performance measures within cancer</p>	<p>Cancer patient pathways.</p> <p>Knowledge of hospital systems, in particular Infoflex.</p> <p>Cancer MDT</p>	
Other requirements	<p>Able to travel to offsite meetings and to cover colleagues on other sites.</p> <p>Flexible in approach to work to be aware of and adhere to the Trust's Vision, Mission and Values.</p>		<p>Application Form</p> <p>Interview</p> <p>Reference</p>

## The small print

<b>Band</b>	Band 4
<b>Salary Scale</b>	<p>£25,147 – £27,596 per annum (pro rata, if applicable)</p> <p>Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.</p>
<b>Hours of work</b>	37.5 hours per week
<b>Annual Leave Entitlement</b>	<p>Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):</p> <p>On Appointment = 27 days After five years = 29 days After ten years = 33 days</p>
<b>Pension Scheme</b>	<p>As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST.</p> <p>Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.</p>
<b>Contractual Notice</b>	<p>Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months notice Band 7-9 = 3 Months notice</p>
<b>Probationary Period</b>	<p>New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.</p>

## Dimensions

<b>Financial and Physical</b>	Manages	
	Impacts	
<b>Workforce</b>	Manages (Bands and WTE)	
	Located	
	Impacts	
<b>Other</b>		

## Communications and working relationships

Internal	Senior Management Team Clinical Leads within the Trust All members of the multidisciplinary team. Clinical Nurse Specialists Service Manager Operational Managers Waiting List office Endoscopy, Radiology & Pathology Health Records Medical Secretaries Cancer Coordinator Managers Cancer Data Managers
External to NHS	GP Surgeries Patients/Carers
Other	Trust staff within the Kent & Medway hospitals Clinical Leads within the 4 Kent & Medway Trusts. GP's, Kent Oncology Centre Other NHS Trusts outside of Kent & Medway

## Environment

Category	Description/Definition	Frequency/Measures
<b>Working Conditions</b>	There is a requirement to use Visual Display unit equipment more or less continuously on most days.	Frequent
<b>Physical Effort</b>	There is a frequent requirement for sitting in a restricted position for a substantial part of the working day.	Frequent



<b>Mental Effort</b>	There is a requirement for concentration when completing administrative tasks, interpreting information and record keeping. The work pattern can be unpredictable.	Frequent
<b>Emotional Effort</b>	The MDT Co-Ordinator will be dealing with emotional or distressing details on a daily basis. Diagnostic tests and clinic correspondence will need to be viewed, as well as treatment plans and patient outcomes recorded and verified. Occasional indirect exposure to highly distressing circumstances when making or taking calls from patients/relatives/Carers.	Frequent

### Most challenging part of the job

Competing demands by the tumour site specific teams and therefore prioritising work. Being able to make sound, independent decisions whilst coping with a demanding workload and faced with what can appear to be conflicting priorities.

The post requires you to be able to organise and coordinate a wide range of tasks within timescales in an effective and professional manner. To work under pressure, show initiative and play an important role in the effective organisation of the team.

To ensure adherence to the 14, 28, 31- and 62-day Cancer Waiting Times targets for the pathway of all patients under the control of the MDT and ensure the data relating to each patient's pathway is updated onto Infoflex as real time as possible.

To accurately capture real time data in the weekly MDM meetings.

The post holder will receive regular competency reviews and system training.

The post holder will be expected to deal with a variety of sensitive and confidential issues in which confidentiality should be maintained in accordance to the Data Protection Act.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

