

JOB DESCRIPTION

JOB TITLE: CANCER MDT Co-ordinator

PAY BAND: Band 4

DEPARTMENT: Cancer Services

RESPONSIBLE TO: Cancer Services Team Leader

ACCOUNTABLE TO: Cancer Performance Manager

DATE: May 2023

JOB SUMMARY:

- The post holder will work as part of the Multidisciplinary Team's (MDT's) to ensure Cancer patient and carer experience is central to every stage of the patient journey.
- The post holder will ensure the MDT meetings run effectively, are well structured, all cancer patients discussed and the whole patient journey recorded on Somerset Cancer Register , including Cancer Waiting Times information (CWT).
- The post holder will proactively manage all suspected and cancer patients (any type of referral) to achieve Cancer Waiting Times Target.

MAIN DUTIES & RESPONSIBILITIES

MDT CO-ORDINATOR:

- To actively track patient's progress through the patient pathway to ensure that care is carried out in a timely fashion on daily basis and follows escalation and tracking process on PTL (Patient Tracking Tool).
- Specific co-ordination and actioning of process of cross site referrals to another specialty (internal within the Trust)

- General co-ordination and actioning of MDT – eg. Tracking patients post MDT, updating with requested investigations, referrals to tertiary centres, and general pathway progress on SCR
- To facilitate multidisciplinary team meeting discussion and ensure cancer data is captured and recorded on Somerset
- To ensure that all cancer patients are identified and discussed at MDT meetings.
- To ensure patients' diagnoses, investigations, and management and treatment plans are recorded on Somerset to ensure cancer data uploaded is accurate.
- To ensure patients have a booked 1st appointment, investigation and procedure and record details of patients coming via a different route on appropriate electronic systems.
- To work with key MDT members to identify areas where cancer waiting time targets are not achieved, undertake process mapping to identify bottlenecks.
- To collect and record cancer waiting time and clinical data and report potential or actual breaches.
- To train with service improvement methodology for Cancer MDT coordinators and other MDT members.
- To establish effective communications networks with clinicians and other members of the multidisciplinary team, and actively participate in development and change to any systems to improve patient journey.
- To use clinical systems according to guidelines, monitoring milestones and submitting the required reports in the given format and required times.
- To keep comprehensive electronic diary of all team meetings including attendance.
- To accurately capture the MDT outcomes and record on SCR i.e. staging of CT's, performance status COSD and relevant national audits etc
- Maintaining own personal and professional development, by participating in appraisal process and accessing training commensurate with role as highlighted by team leader/manager.
- Ability to communicate with all levels of staff including senior clinicians.
- Work collaboratively with clinical admin team within the trust to ensure appropriate management of patient information and co-ordination of patient pathways.
- Effective management of own time and resources.
- To be proactive in the pathway management of all suspected and diagnosed cancer patients through from referral to treatment.
- Understanding the risk of potential breaches and the impact from a patient, Trust performance and financial perspective and the need to provide evidence to enable validation of and uploading of completed Cancer Breach Reports.
- To provide cross-functional cover for all multidisciplinary team meeting.
- Work with Pathway Administrators to ensure all patients tracked effectively
- Facilitate Video Conferencing.

GENERAL:

- Any other duties, which may be requested by the manager to facilitate the smooth running of the department and the Quality Surveillance Programme.
- This job description is not exhaustive and can be altered in consultation with the post holder.
- The Trust is an equal opportunities employer. The post holder is at all times expected to promote and implement the Trust's equal opportunities policies.
- The post holder is responsible for the management of risk in all the areas for which s/he is responsible. S/he is also responsible for ensuring compliance with the Trust's Health and Safety Policy. The post holder must ensure that duties are

carried out in accordance with health and safety regulations. The post holder should not endanger the health and safety of him/herself or others whilst at work.

- The post holder must ensure that duties are carried out in accordance with health and safety regulations. The post holder should not endanger the health and safety of him/herself or others whilst at work.
- Frimley Park Hospital NHS Foundation Trust operates a no smoking policy. Staff smoking is not permitted on any Trust premises.
- Infection prevention is the responsibility of each individual. Employees are required to strictly adhere to the Infection Control Policy (TPP124), procedures and guidelines and should actively encourage other staff and visitors to comply. In particular, ensuring that you use appropriate hand hygiene practices at all times.