# JOB DESCRIPTION

## JOB DETAILS:

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| Job Title: | Multi-Disciplinary Team (MDT) Co-ordinator |
| Band: | 4  |
| Directorate: | Operational Management |
| Department: | Cancer Services Admin |
| Base: | Somerset Foundation Trust – base to be discussed  |
| Responsible for: | N/A  |
| Responsible to: | Senior MDT Co-ordinator  |
| Accountable to: | Deputy Cancer Services Operational Manager, Cancer Services Operational Manager  |

## Job Purpose:

Each Cancer tumour site has a team of clinical specialists, which forms the MDT (Multi-Disciplinary Team). The MDT Co-ordinator will support the Senior MDT Co-ordinator 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 within the Cancer Waiting Time Directives.

The Trust is committed to continually improving the quality of service provided to cancer patients. The role of the Cancer MDT Co-ordinator is to provide organisation support to MDTs, as well as providing a facilitative service for cancer patients by:

• Co-ordinating the pathways of each cancer patient within the speciality on behalf of the directorate, with the support of the Senior MDT Coordinator and the Assistant MDT Coordinator, to ensure that 14, 28, 31 day and 62-day cancer targets are met.

• Supporting the Senior MDT Co-ordinator and Management team and with breach reviews and providing initial information and breach reasons for Root Cause Analysis.

• Co-ordinating the pathways of cancer patients within the speciality on behalf of the directorate, with the support of the Senior MDT Co-ordinator and the Assistant MDT Coordinator, to ensure that the patient is managed through the whole pathway and delays are escalated as appropriate.

• Supporting the MDT meetings by running the MDT once a month (minimum), and during annual leave cover, utilising electronic methods to present patient information, ensuring data collected is accurate and concise. To provide MDT Co-ordinator cover to other sites MDT’s during times of unexpected shortages within the wider Cancer Services Team.

• Using virtual platforms (i.e Ms Teams) to run MDT meetings where required, and for face-to-face meetings using video conferencing equipment during MDTs.

• Ensuring accurate data collection to maintain precise patient pathway information on the Somerset Cancer Register (SCR) for national data reporting.

• Working with the Senior MDT Co-ordinator and the Management Team to develop and implement regular validation of the data collected on the SCR.

• Updating and maintaining any site-specific databases in line with national data sets (Cancer Waiting Times, Cancer Outcomes and Services Dataset).

• Actively track patients through their pathway and present cases at cancer PTL meetings, reporting on progress of patients against targets, predicting delays that could lead to breaches and ensuring timely and efficient escalations, taking away and actioning any updates resulting from the meeting.

This role will require cross-county (Somerset) working so onsite work and travel between Musgrove Hospital and Yeovil District Hospital will be required.

Duties and Responsibilities

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| --- |
| **Communication and Key Working Relationships** |
| * To develop, support and facilitate MDT meetings as required (minimum once a month). This will include:
	+ Arranging and coordinating the MDT meeting when required, ensuring we are complaint with national cancer standards
	+ Ensuring the Somerset Cancer Register is up to date with relevant investigations/outcomes for the meeting, and that data is collected in accordance with national clinical datasets
	+ Liaising closely with Consultants, Clinical Nurse Specialists, Secretaries, and the Pathology department, plus hospitals referring patients to the MDT, to identify which patients are to be discussed at MDT meetings. Support the creation and distribution of the MDT agenda if required. Support the Senior MDT Co-ordinator to ensure relevant case notes, results, x-rays, previous MDT pro-formas etc. are available for the weekly Multi-disciplinary team meetings as reuired.
	+ Attending the MDT when required and accurately recording the outcomes live onto the Somerset Cancer Register, using videoconferencing facilities to enable both in person and virtual attendees to actively participate in the meeting
	+ Taking responsibility to ensure the MDT equipment is in working order, informing the Cancer Management Team of any faults
	+ Facilitating the MDT itself when required, sharing and presenting information from multiple clinical systems to ensure an informed and rounded clinical discussion can take place
	+ Actioning outcomes following the MDT meeting, including the coordination of sending patient details to tertiary centres for specialist opinions or treatment

Through tracking, identify any delays in the pathway, exercising own judgment and taking effective action to escalate to the relevant manager at the earliest opportunity in order to reduce any predicted breaches.* Assist the Senior MDT Co-ordinator in preparing reports on patients who have breached the 28 day, 31 day and 62 day targets, providing additional information from multiple clinical systems where required, and to escalate potential problems to the directorate management team when necessary.
* The post-holder will work with the Cancer Services Admin Team, Consultants, Lead Clinicians and CNSes to ensure that information entered onto the Somerset Cancer Register is of the highest quality and validity
* Communicate with a range of clinical and non-clinical staff concerning progress against quality standards, e.g. waiting times and patient treatment schedules.
* Facilitate communication between different clinical services.
* Integrate other information systems (pathology, radiology, Mosaiq), ensuring all cancer information is amalgamated onto the SCR in line with national reporting
* Work with the clinical team to introduce and improve data collection systems across each patient pathway.
* Maintain a high level of cancer knowledge and medical terminology across multiple cancer sites to enable high quality and consistent cover to all aspects of the MDT Coordinator role.
* Ensure guides to each cancer site are regularly updated with any changes in cancer pathways. Treatments/trials etc to assist with periods of cover.
* To attend Trust and Alliance meetings as required.
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| **Planning and Organisation** |
| * To plan and organise own work schedule in order to meet deadlines and reporting requirements.
* To support the Assistant MDT Co-ordinator with their day-to-day workload planning, as indicated by the Senior MDT Co-ordinator
* On a daily basis use the cancer register to collect data relating to the patients’ pathways.
* To ensure efficient and complete information is available for MDT meetings.
* To ensure the national cancer minimum datasets are completed for each cancer patient on the Somerset Cancer Register – using hospital systems that include Maxims, Ordercomms and other clinical databases.
* Ensure data completeness against key performance indicators by using the hospital systems and liaising with the clinical teams to provide accurate and representative data for national and local reporting.
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| **Responsibility for Patient / Client Care, Treatment & Therapy** |
| * To monitor the Trust’s adherence to the National Cancer Waiting Times targets, particularly in regard to the 14, 28, 31 and 62 day treatment targets. This will involve tracking all patients along the treatment pathway, alerting clinicians/managers to potential target breaches and taking a proactive approach to implement or work towards a resolution e.g. highlighting to teams when an appointment needs urgently booking or bringing forward.
* Taking responsibility for accurately and appropriately stopping the clock for the 28 day Faster Diagnosis Standard as part of monthly Cancer Waiting Times national upload.
* To ensure that each patient referred with suspected cancer is actively managed and proactively driven throughout their journey, including post 62 day care.
* Work with the Cancer services admin team, clinical teams, directorate management to ensure the right information is being collected in line with National guidance.
* Support the Senior MDT Co-ordinator and the Management Team in the collection of key information for Root Cause Analyses to support breach review process, collating information from MDTs, clinical systems and patient notes to ensure a holistic view is appreciated.
* Where patients are referred to tertiary centres, ensure communications are maintained and that the tertiary centres have all required information. This includes the transfer and requesting of imaging via the Image Exchange Portal in order to facilitate clinical discussions.
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| **Policy, Service, Research & Development Responsibility** |
| * Ensuring MDTs are co-ordinated and run accordingly in line with local and National standards when running the MDT meeting.
* Maintaining working knowledge of the Somerset Cancer Register.
* Maintaining in depth and up to date technical and professional knowledge relevant to the post, as well as developments in national guidance and reporting through participation in ongoing learning and development activities
* Facilitating the weekly MDT meetings at least once a month (and for annual leave cover) and being responsible for the efficient and timely collection of accurate data ensuring the right information is available at the right time.
* Maintaining the MDT attendance record when running the MDT, and ensuring that this information is available in line with the national manual of cancer standards which are subject to peer review.
* Proactively tracking MDT decisions so that each patient is actively managed and ensuring documentation on the Somerset Cancer Register.
* Escalating potential breaches of the cancer targets by alerting the Cancer Performance Manager, Cancer Operational Manager and Clinical Service Manager.
* Supporting audit (both national and local) data collection within the MDT with support from the Senior MDT Co-ordinator

To ensure confidentiality and security of data in accordance with organisational requirements and in line with GDPR |
| **Responsibility for Finance, Equipment & Other Resources** |
| * Financial Responsibilities: None.
* Physical Responsibilities: Required to maintain equipment required for MDT Meetings, to include laptop computer and videoconferencing.
* No sensitively and appropriately handle patient case notes when required
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| **Responsibility for Supervision, Leadership & Management** |
| No specific responsibilities but to demonstrate leadership values and support the Assistant MDT Co-ordinator in managing their day-to-day workload. Supporting the Senior MDT Co-ordinator with workload planning as required.  |
| **Information Resources & Administrative Duties** |
| * Support Cancer Services in the roll-out and delivery of the cancer reform strategy, Cancer Outcomes and Services Dataset and any changes to National audits.
* Participate in real time collection of cancer data.
* Act as one of the points of contact for the Somerset Cancer Register within the MDT teams to provide support and guidance as required
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## Review of this Job Description

## This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## General Information

## At all times promote and maintain the safety of children by working according the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## Confidentiality

## The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## Equality & Diversity

## Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## Safeguarding

## All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust’s procedure for raising concerns about the welfare of anyone with whom they have contact.

## Risk Management / Health and Safety

## Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

## Records Management

## The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## Clinical Governance

## The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## Prevention and Control of Healthcare Associated Infection

## The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## Smoking

## The Trust operates a ‘non-smoking’ policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## Policies & Procedures

## Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## Sustainability Clause

## Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

## Person Specification

**This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).**

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| --- | --- | --- | --- |
| **Requirement** | **Essential**  | **Desirable** | **How Assessed** |
| **QUALIFICATIONS & TRAINING**• Educated to degree Level or equivalent demonstrable experience• Computer Literacy (ECDL / RSA) | **✓** | **✓** | **Interview &****Application form** |
| **KNOWLEDGE** • Demonstrable knowledge of office procedures and use of equipment, eg fax, photocopier, printers.• Knowledge of medical terminology, specifically relating to cancer• MDT/Project Management• Knowledge of virtual meeting platforms (i.e Skype/MS Teams)• Performance monitoring• Understanding of Cancer waiting times• Awareness of Data Protection issues | **✓****✓****✓****✓****✓** | **✓****✓****✓** | **Interview &****Application form** |
| **EXPERIENCE**• Experience of working with complex databases• Experience of working in a busy team/ multidisciplinary environment (including virtually)• Experience of developing processes for the collection and collation of data for audit purposes• Knowledge of the NHS with an understanding of NHSprocesses and patient pathways* Experience of working in the NHS

• Experience of working to tight deadlines and prioritising tasks• Experience of organising and co-ordinating meetings, including minute taking• Experience of working with the management of cancer* Experience of communicating with, influencing and relating to different professional groups and managers at all levels of seniority
* Experience of “process review” to maximise efficiency
* Experience of supervising or managing people
* Experience of training
 | **✓****✓****✓****✓****✓****✓****✓****✓** | **✓****✓****✓****✓****✓****✓** | **Interview, Application form & references** |
| **COMMUNICATION SKILLS*** Evidence of a good standard of literacy/English language skills both written and verbal
* Good typing speed with excellent accuracy
* Excellent interpersonal and communication skills, able to handle difficult situations with tact and diplomacy
* Provides training to others on own area of expertise, and willing to engage with and learn from peers, other professionals and colleagues
* Demonstrate strong negotiation and influencing skills
 | **✓****✓****✓** | **✓****✓** | **Interview, Application form & references** |
| **PLANNING & ORGANISING SKILLS**• Excellent personal motivation and organisational skills • Ability to work to tight deadlines and adapt to changing circumstances• Flexibility and ability to cover a variety of duties within the Admin team • Demonstrate the use of initiative and problem solving skills• Demonstrate analytical skills/reasoning | **✓****✓****✓****✓****✓** |  | **Interview, Application form & references** |
| **OTHER**• Willingness to use technology to improve standards of care and support to our patients• Professional calm and efficient manner • Strong team player but with ability to work independently • Wiling to seek out and undertake professional development* Demonstrates a strong desire to improve performance and make a difference by focusing on goals
* Excellent attention to detail
 | **✓****✓****✓****✓****✓** | **✓** | **Interview, Application form & references** |

**SUPPORTING BEHAVIOURS**

To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.

* Kindness
* Respect
* Teamwork

## SUPPLIMENTARY INFORMATION

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| --- | --- | --- | --- |
| **Physical Effort** | **Yes** | **No** | **If yes – Specify details here - including duration and frequency** |
| Working in uncomfortable / unpleasant physical conditions |  | 🗸 |  |
| Working in physically cramped conditions |  | 🗸 |  |
| Lifting weights, equipment or patients with mechanical aids |  | 🗸 |  |
| Lifting or weights / equipment without mechanical aids | 🗸 |  | May be required to move notes |
| Moving patients without mechanical aids |  | 🗸 |  |
| Making repetitive movements | 🗸 |  | Keyboard use |
| Climbing or crawling |  | 🗸 |  |
| Manipulating objects |  | 🗸 |  |
| Manual digging |  | 🗸 |  |
| Running  |  | 🗸 |  |
| Standing / sitting with limited scope for movements for long periods of time | 🗸 |  | Prolonged use of VDU equipment |
| Kneeling, crouching, twisting, bending or stretching |  | 🗸 |  |
| Standing / walking for substantial periods of time |  | 🗸 |  |
| Heavy duty cleaning |  | 🗸 |  |
| Pushing / pulling trolleys or similar | 🗸 |  | Occasionally if working onsite and moving case notes  |
| Working at heights |  | 🗸 |  |
| Restraint ie: jobs requiring training / certification in physical interventions |  | 🗸 |  |
| **Mental Effort**  | **Yes**  | **No** | **If yes - Specify details here - including duration and frequency** |
| Interruptions and the requirement to change from one task to another ( give examples) | 🗸 |  |  |
| Carry out formal student / trainee assessments |  | 🗸 |  |
| Carry out clinical / social care interventions |  | 🗸 |  |
| Analyse statistics | 🗸 |  |  |
| Operate equipment / machinery |  | 🗸 |  |
| Give evidence in a court / tribunal / formal hearings |  | 🗸 |  |
| Attend meetings (describe role) | 🗸 |  | Regular MDT Meetings, team meetings |
| Carry out screening tests / microscope work |  | 🗸 |  |
| Prepare detailed reports | 🗸 |  |  |
| Check documents | 🗸 |  |  |
| Drive a vehicle | 🗸 |  | Onsite working at both Musgrove Park Hospital and Yeovil District Hospital required  |
| Carry out calculations | 🗸 |  |  |
| Carry out clinical diagnosis |  | 🗸 |  |
| Carry out non-clinical fault finding | 🗸 |  |  |
| **Emotional Effort** | **Yes** | **No** | **If yes - Specify details here - including duration and frequency** |
| Processing (eg: typing / transmitting) news of highly distressing events | 🗸 |  |  |
| Giving unwelcome news to patients / clients / carers / staff |  | 🗸 |  |
| Caring for the terminally ill |  | 🗸 |  |
| Dealing with difficult situations / circumstances | 🗸 |  |  |
| Designated to provide emotional support to front line staff |  | 🗸 |  |
| Communicating life changing events |  | 🗸 |  |
| Dealing with people with challenging behaviour |  | 🗸 |  |
| Arriving at the scene of a serious incident |  | 🗸 |  |
| **Working conditions – does this post involve working in any of the following:** | **Yes**  | **No** | **If yes - Specify details here - including duration and frequency** |
| Inclement weather |  | 🗸 |  |
| Excessive temperatures |  | 🗸 |  |
| Unpleasant smells or odours |  | 🗸 |  |
| Noxious fumes |  | 🗸 |  |
| Excessive noise &/or vibration |  | 🗸 |  |
| Use of VDU more or less continuously | 🗸 |  |  |
| Unpleasant substances / non household waste |  | 🗸 |  |
| Infectious Material / Foul linen |  | 🗸 |  |
| Body fluids, faeces, vomit |  | 🗸 |  |
| Dust / Dirt |  | 🗸 |  |
| Humidity  |  | 🗸 |  |
| Contaminated equipment or work areas |  | 🗸 |  |
| Driving / being driven in **Normal** situations | 🗸 |  | Onsite working at both Musgrove Park Hospital and Yeovil District Hospital required  |
| Driving / being driven in **Emergency** situations |  | 🗸 |  |
| Fleas or Lice |  | 🗸 |  |
| Exposure to dangerous chemicals / substances in / not in containers |  | 🗸 |  |
| Exposure to Aggressive Verbal behaviour |  | 🗸 |  |
| Exposure to Aggressive Physical behaviour |  | 🗸 |  |

**Department Organisational Chart**



**Department Core Purpose**

Cancer Services provides a comprehensive service to our patients who are referred with suspected cancer as well as already diagnosed cases.

Patients referred with suspected cancer are tracked and monitored through their diagnosis, treatment and follow ups. Some specialist services are provided by tertiary centre but these patients are still tracked and all our staff work to ensure that cancer targets are met.

**Job Profile Agreement**

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| --- | --- | --- | --- |
| Agreed and Signed: |  (Manager) | Date: |  |
| Agreed and Signed: |  (Post Holder) | Date: |  |
| Date Role Description is Effective From: | 17/01/2023 |