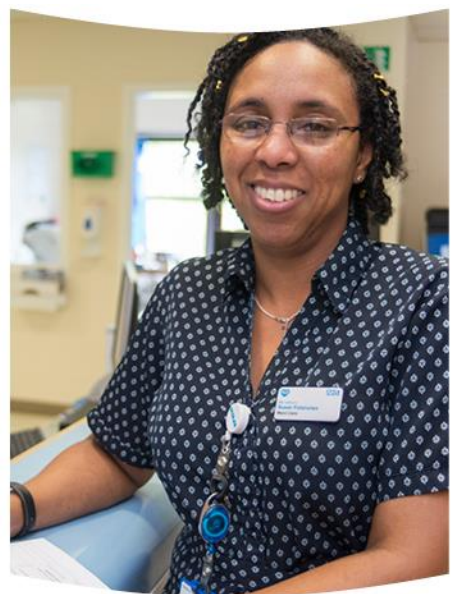


# MDT Co-ordinator

## Administrative Services

### Job Description and Person Specification



## About us

Under the leadership of our Chair Jacqui Smith and Matthew Trainer, our Chief Executive, we provide care for the residents of three of the most diverse London boroughs. More than half of our 7,500 strong workforce are from black, Asian and minority ethnic groups and most live in Barking and Dagenham, Havering and Redbridge. We also provide healthcare services to people in south west Essex, and specialist neurosciences services to the whole of the county.

Our services include all the major specialties of large acute hospitals, operating from two main sites - King George Hospital in Goodmayes and Queen's Hospital in Romford. We also provide outpatient services at Brentwood Community Hospital, Barking Hospital, Loxford Polyclinic, and Harold Wood Polyclinic. We have two of the busiest emergency departments in London.

As we recover from Covid-19, we're proud to be leading the way nationally in reducing the time our patients wait to get the treatment they need. The pandemic provided the drive for our teams to innovate and change.

We know we have more work to do to improve waiting times for urgent and emergency care, and our performance against the four-hour emergency access standard remains challenged, in comparison to many other London trusts.

We are particularly proud of our regional Neurosciences Centre; Radiotherapy Centre; Hyper Acute Stroke Unit; and dedicated breast care service at King George Hospital. We're also pleased to be part of the NEL Cancer Alliance.

**OUR VISION:** TO PROVIDE OUTSTANDING HEALTHCARE  
TO OUR COMMUNITY, DELIVERED WITH PRIDE

## OUR PRIDE VALUES

PASSION

RESPONSIBILITY

INNOVATION

DRIVE

EMPOWERMENT

## Job Description

**Job title:** MDT Co-ordinator

**Band:** 4

**Hours of work:** 32

**Location:** Queens Hospital

**Specialty/Department:** Cancer Performance Team

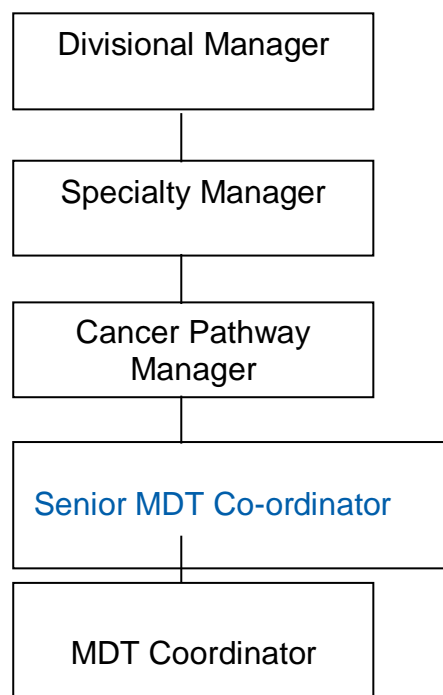
**Accountable To:** Cancer Performance Manager

**Responsible to:** Cancer Performance Manager

### 1. JOB PURPOSE

To support the implementation of the NHS Cancer Plan by providing dedicated and effective administrative support to multi-disciplinary teams, working together with the team members to facilitate the delivery of a high quality of care for cancer patients.

#### Organisational Position (illustrative)



### 2. RELATIONSHIPS

## Internal Relationships

Specialty Manager's  
Service Manager's  
Senior Cancer Referral Officer  
Senior MDT Coordinator  
Cancer Nurse Specialists (CNS)  
Lead Cancer Nurse  
Matron  
Consultants  
Medical staff  
Medical secretaries  
Histopathology/cytology staff  
Outpatients/Admissions/Appointments staff  
Cancer Data Manager  
Medical Records staff

## External Relationships

Patients  
General Practitioners  
Colleagues at other hospitals

### 3. JOB SUMMARY

To co-ordinate and facilitate regular multi-disciplinary team meetings where cancer treatment planning decisions are taken.

To liaise with colleagues within the Trust and/or in other hospitals to ensure fast-track progression of the patient's journey following the decisions made during multi-disciplinary team meetings.

To monitor and log each step of the cancer patient's journey, according to National Information and Data requirements, using IT systems specifically developed to enable data collection and analysis linked to the delivery of cancer diagnosis and treatment targets, ensuring that all patients diagnosed with cancer are recorded in a timely and accurate manner.

To identify the causes of any delays in the cancer patients' journeys that may affect the patients' prognosis and/or the delivery of cancer waiting time targets, communicating with the General Manager who will then seek to address such issues in collaboration with the relevant service managers, clinical teams and service improvement facilitators.

### 4. CLINICAL / OPERATIONAL RESPONSIBILITIES

- Ensure fast-track progression of each patient's pathway according to the MDT action plan, by working collaboratively with the CNS, the Patient Navigator and other colleagues.
- Monitor each patient's pathway by interrogating IT systems such as MedwayPAS in relation to appointments, diagnostics and admissions, and by liaison with Trust colleagues, bearing in mind maximum waiting times for diagnosis and treatment.
- Inform the General Manager of any potential or existing delays in the patient's pathway that may result in waiting times that exceed appropriate targets.
- Insert all completed MDT proformas in the medical notes and ensure that MDT action plans are communicated promptly to the patients' G.P.
- Be familiar with and proficient in the use of the Somerset database or equivalent IT system as instructed by the Cancer Pathway Manager.
- Create and maintain accurate and complete data records for all cancer patients with reference to the national minimum dataset for cancer, using the Somerset database to log each step of the cancer patient's journey from referral to discharge. In particular: record all applicable periods of adjustment to waiting times by reference to the minimum dataset guide, irrespective of whether they may result in diagnosis and/or treatment delay; record all waiting time breach reasons and comments bearing in mind that cancer waiting times data is published to a nation-wide audience.
- Ensure all cancer treatments are recorded within 21 calendar days of the end of the period in which treatment occurred.
- Make available/obtain all relevant information regarding the patient pathway and management plan to/from tertiary care providers whenever patients are transferred to/from other hospitals for treatment, using documentation agreed by the NELCN in all instances.
- Establish and maintain effective communication links with key stakeholders both within the organisation and externally.
- Organise regular multi-disciplinary team meetings where all core members are in attendance and keep a comprehensive schedule of all team meetings.
- Communicate to all core MDT members any cancellation or change in venue, date and time of meetings.
- Interrogate IT systems and extract clinical reports that identify cancer diagnoses, taking appropriate action to ensure that all are recorded timely on the Somerset database either by direct input or by distribution to the relevant MDT Co-ordinators.
- Ensure all histology, cytology, haematology and radiology reports available are reviewed by the CNS to establish which patients should be discussed at the next MDT meeting and which patients require arrangement of further appointments/tests prior to MDT discussion. If further appointments/tests are necessary, liaise with appropriate colleagues to arrange urgent dates.
- Compile lists of patients to be discussed at the next MDT meeting in conjunction with CNS advice and clinicians' requests.

- Prepare via the Somerset database and circulate agendas prior to each MDT meeting.
- Ensure that all required medical notes and relevant diagnostic test results are available for the MDT meeting.
- Prepare an MDT pro-forma for each patient to be discussed and medical notes in readiness for the discussion outcome to be recorded when the Somerset database is not available.
- Prepare MDT meeting facilities and ensure radiology and pathology equipment is available and functioning.
- Ensure that teleconferencing equipment is operational and facilitate its use during meetings that require multi-site video links.
- Report malfunctioning MDT apparatus to the facility's administrator.
- Keep a register of attendance at each MDT meeting of all core and non-core members.
- Ensure decisions, management and treatment plans are recorded on the MDT pro-forma and signed for appropriately.
- Present monthly MDT reports obtained from the Cancer Data Manager.
- Assist in the collection and recording of clinical dataset using tumour specific databases such as NPCA, NLCA, etc.
- Decipher and extract clinical information from medical notes/electronic records for Somerset database and clinical database input, seeking advice and clarification from nursing or medical colleagues where appropriate.
- Carry out reasonable ad hoc tasks as requested.

## **5. POLICY, SERVICE, ORGANISATIONAL AND PROFESSIONAL RESPONSIBILITIES**

- Be familiar with and understand cancer waiting times and their application to individual tumour groups.
- Keep abreast of changes in national and local policies that affect MDT meetings and cancer waiting times.
- Support the multidisciplinary team and the Cancer Pathway Manager in identifying and facilitating service enhancement in any areas where the care of the cancer patient can be improved and waiting times reduced.

## **7. PERSONAL DEVELOPMENT**

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and

support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

### **Mandatory Trust Responsibilities**

**AMENDING THE JOB DESCRIPTION:** This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached with regards to any reasonable changes.

**CONFIDENTIALITY:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

**DATA PROTECTION:** The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

**POLICIES and PROCEDURES:** The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of the Trust’s Risk Management Strategy which includes the responsibilities placed on them by the Health & Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

**GENERAL:** The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the Trust develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**HEALTH AND SAFETY:** Employees must be aware of the responsibilities placed on them by the Health & Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

**EQUAL OPPORTUNITIES POLICY:** The Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by the Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

**Date: 22/09/2021**

**Prepared By: Kirsty Watkins**



## Person Specification

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
<b>Education/ Qualification</b>	GCSE level or equivalent standard of education.  Basic IT literacy.  Basic knowledge of Cancer Waiting Times		Application/interview
<b>Skills/ Abilities</b>	Good standard of literacy and numeracy.  Practical IT skills, including use of Word, Excel, Internet, E-mail, and database input.  Data entry.  Ability to use initiative. Problem-solving skills.  Excellent self-organisation and prioritisation skills.  Ability to work within set timeframes.  Ability to communicate effectively and professionally at all levels.  Ability to learn to understand and interpret medical terminology, particularly in relation to a variety of cancers.  Ability to respond positively and efficiently to changes resulting from new Government directives as well as service improvement and modernisation programmes within the Trust.	Ability to understand and interpret medical terminology, particularly in relation to a variety of cancers.  Working knowledge of the cancer database (Somerset Cancer Registry)	Application/interview
<b>Experience/ Knowledge</b>	Working in a customer care environment.  Dealing with difficult situations.  Communication at all levels.	Previous experience working in a hospital setting  Previous experience with Medway and Epro computer	Application/interview  Application/ interview  Application/interview

	<p>Working to strict timetables.</p> <p>Organising own workload.</p> <p>Working within a team.</p> <p>Using own initiative within guidelines.</p> <p>Working with Word, Excel and Outlook.</p>	systems	
<b>Personal Qualities</b>	<p>Adaptable to change.</p> <p>Flexible in terms of start-end times and approach to work.</p> <p>Reliable work record.</p> <p>Professionalism.</p> <p>Empathy.</p> <p>Sense of humour.</p>	Sense of humour	