

JOB DESCRIPTION

Job Title:	MDT Coordinator
Band:	4
Base:	Queen Victoria Hospital, East Grinstead
Business Unit / Department:	Access and Performance
Reports to:	Assistant Cancer Manager
Accountable to:	Head of Access and Performance

1. Job Summary:

Cancer Services are looking for an enthusiastic and motivated individual to join the team as the MDT (Multidisciplinary Team) Co-ordinator. This role is crucial in the tracking and management of all patients who are on suspected cancer pathways within the relevant disease site. You will be responsible for updating patient's records on the cancer database, liaising with different clinical and non-clinical professional staff and an integral member of the Cancer Multidisciplinary Team. Cancer Services are looking for an individual who can work collaboratively with other services with particular attention to detail and accurate data input.

2. Main working relationships

2.1 Internal

- Cancer team
- Clinical staff
- Clinical Nurse Specialist (CNS)
- Medical Secretaries
- Referral teams
- MDT Coordinators
- Radiology
- Histopathology

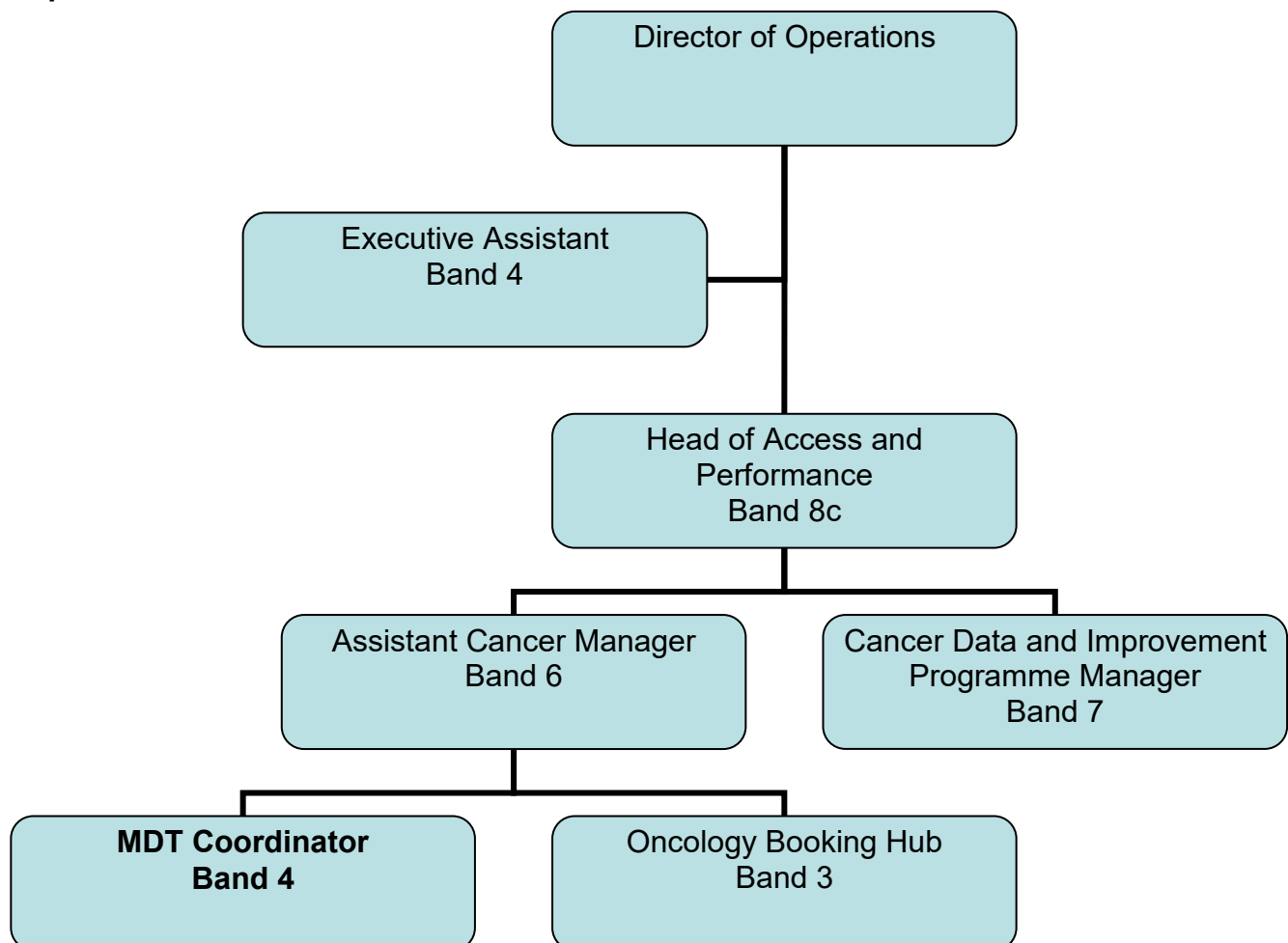
2.2 External

- Work closely with other Coordinators from other Trusts

3. Budget responsibilities:

None

Department structure chart



4. Key result areas:

Management of Patients on a Cancer Pathway

- 4.1 Monitor the Cancer Patient Target List (PTL) on a daily basis to ensure that patients are not exceeding the cancer waiting times standards.
- 4.2 Use knowledge of NHS performance targets to proactively inform the Assistant Cancer Manager of prospective breaches and assist in monitoring and accurately reporting breaches of cancer waiting times targets.
- 4.3 Track and investigate patients along their care pathway to ensure achievement of cancer waiting times targets.
- 4.4 To communicate effectively with QVH staff at all levels and liaise with offsite staff and other tertiary health providers to ensure the required data is collected and reported according to national and local deadlines.
- 4.5 Maintain awareness of relevant external NHS guidance and documentation.

- 4.6 To manage own workload and identify priorities keeping the line manager informed of progress.
- 4.7 To operate at all times within the guidelines provided by legislation, good clinical practice and the governance framework.
- 4.8 Promote service delivery and improvement, and a strong patient focus.
- 4.9 To develop procedures and processes to improve data quality and efficiency in daily routines throughout the cancer department.
- 4.10 Prioritising workload according to the needs of the organisation and those deadlines are achieved, enabling the team to achieve its objectives.

Data

- 4.11 Work with other Trusts to obtain and process timely and accurate referral and treatment data.
- 4.12 Facilitate data collection for diagnosed and suspected cancer patients and enter the information onto the appropriate databases.
- 4.13 Use value judgement to ensure that data input is consistent, accurate, to enable pathway validation and monthly submissions to be done without any delay.
- 4.14 To contribute in improving Data Quality, highlighting any data anomalies to Assistant Cancer Manager.
- 4.15 Participate in data quality and audit programmes and assist with data quality inspections by regulatory authorities.
- 4.16 Ensure data is stored with regard to Data Protection Act and patient confidentiality and guided by the Cancer Framework Guidelines and the Trust's Confidentiality Policy.
- 4.17 Carry out regular cancer data audits, ensuring that data entered is accurate and consistent and follows agreed pathway rules.

MDT meetings

- 4.18 Arrange, cover and co-ordinate the weekly MDT meetings for designated specialties to ensure they are run in accordance with the requirements of the national Manual of Cancer Services.
- 4.19 Co-ordinate the list of patients identified to be discussed at the Local and Specialist Skin Multidisciplinary Team meetings. This may involve identifying and adding incidental findings to the list, checking pathology and imaging results/reports.

- 4.20 Ensure action plans are produced and recorded for each patient discussed at the MDT meetings (within specified time scales).
- 4.21 Ensure that every patient with a cancer diagnosis is discussed at an MDT meeting.
- 4.22 To assist in collecting and co-ordinating the Peer Review Process as and when required. This will require effective collaboration with cancer colleagues across all disciplines.
- 4.23 Requirement to use Visual Display Unit (VDU) equipment more or less continuously
- 4.24 Produce lists of patients whose details require updating e.g. diagnosis, NHS number, and organise work to ensure that data is updated according to agreed deadlines

5. Personal and Professional Development

- 5.1 Participate in the Trust's annual appraisal system designed to identify objectives and personal development opportunities.
- 5.2 Participate in the Trust's annual pay progression review (if applicable).
- 5.3 Ensure that all mandatory training is up to date
- 5.4 The post holder will be responsible for continually maintaining their working knowledge of local practices, policies and procedures and highlight ongoing training and development needs to their manager.

Health and Safety

The postholder must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these at all times, including ensuring that they act in line with all policies and procedures at all times in order to maintain a safe environment for patients, visitors and colleagues. It is the responsibility of the postholder to complete a display screen equipment (DSE) self-assessment, with reference to the Trust Policy.

Equality and Diversity

The postholder is required to promote equality in service delivery and employment practices. All employees must comply with all the Trusts equality and diversity policies, procedures and initiatives.

Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times.

Safeguarding Children, Young People and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with the NHS Employment Check Standards and

successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Smoke free Trust

Queen Victoria Hospital NHS Foundation Trust is a smoke-free Trust covering Trust premises, grounds and any Trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

QVH Trust Values



PERSON SPECIFICATION

Title of post: **Band 4 – MDT Coordinator**

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ level 3 or equivalent level of knowledge and experience of working in an NHS environment within Cancer services or able to demonstrate knowledge within this field through practical experience 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> Data collection, patient pathway tracking and understanding of cancer databases and waiting times Experience of using Microsoft Word, Excel, Outlook An understanding of national targets and reports 	<ul style="list-style-type: none"> Experience of working within a cancer care setting Have used patient administration systems – Somerset
Knowledge	<ul style="list-style-type: none"> Good understanding of cancer waiting targets Good pathway management. Computer literate with good working knowledge of Microsoft Windows Use of databases 	<ul style="list-style-type: none"> Knowledge of cancer medical terminology

Skills	<ul style="list-style-type: none"> • Ability to manage own time and work independently whilst also meeting priorities • Ability to work on own initiative and to problem solve • Advanced keyboard skills • Ability to respond to a crisis sensitively and with appropriate urgency • Good communication skills over the telephone, face to face and written emails requesting for pathway data • Ability to communicate with a diverse group of professionals in persuading them to complete any missing data in the clinical database. • Ability to concentrate for prolonged periods of time with frequent interruptions from the telephone and colleagues • Ability to work collaboratively • Ability to assess and maintain strict confidentiality • Ability to develop constructive relationships 	•
Attributes	<ul style="list-style-type: none"> • The ability to work to own initiative and as part of the team • The ability to work to strict deadlines • Able to prioritise own workload • Pursue personal and professional development 	•
Additional requirements	•	•

Version control (HR use only):

Version number:	AfC panel:	Clustered:	Consistency check:	Lead initials:
1	N/A	02/08/2018	N/A	GF
2	N/A	26/09/2022	N/A	KW