

## **JOB DESCRIPTION**

### **1. Job Details**

Job title	Cancer Pathway and MDT Coordinator
Job grade	4
Hours	Full time - 37.5 over 5 days
Reports to	Cancer MDT Coordinator Lead
Division	Corporate
Department/Area	Cancer Services

### **2. Job Purpose**

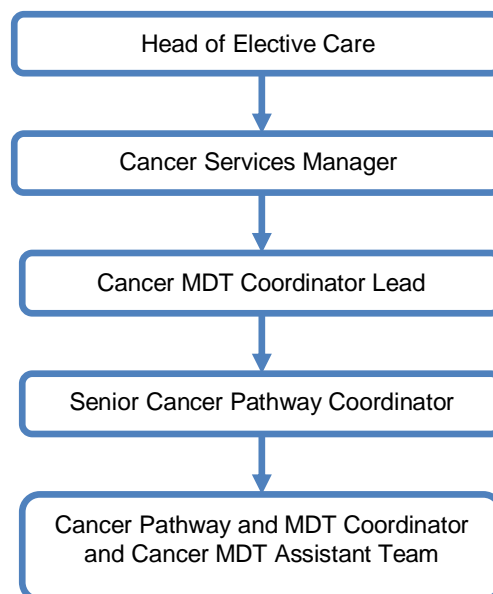
To provide support to the cancer teams by navigating and tracking of all patients diagnosed with cancer or suspected of having cancer along the clinical pathway, co-ordinating all hospital appointments, investigations and their treatment, whilst also identifying patients who may potentially breach national waiting time targets and Cancer Standards taking appropriate positive action to negate this possibility.

The Cancer Pathway and MDT Coordinator will coordinate and attend one or more MDT meetings, ensuring all necessary information is available at MDT meetings to enable clinical decisions to be made by the MDT, as well as be responsible for data input into the Cancer Wait Time record and National Cancer Audits. Ensuring there is effective co-operation between departments and divisions involved in the delivery of cancer services.

### **3. Role of the Cancer Services Department**

Cancer Services is a dynamic and forward-looking department that plays a key role in the achievement of a number of trust objectives. The Cancer Services department provides support to the Clinical Cancer Teams and Divisional Management in achieving National Cancer standards.

### **4. Organisational Chart**



## **5. Main Duties and Responsibilities**

### **Cancer Pathway Co-ordination**

- Responsible for monitoring and tracking referrals of all patients with diagnosed and suspected cancer. Ensuring all referrals are entered onto the Cancer Tracking Database
- A working knowledge of complex cancer pathways following a range of procedures and practices.
- Regularly required to have knowledge of complex clinical information and interpretation across clinical pathways for a range of specialities...
- Identify other patients diagnosed with cancer from a variety of sources e.g. histology, MDT, Operation lists etc. Ensuring they are added to the Cancer Tracking Database
- Monitor and manage cancer waiting times by proactively identifying risks and take corrective actions to ensure the targets set out in The NHS Cancer Plan and Cancer Reform Strategy are not breached
- Support service improvement to streamline the patient journey and improve the quality of patient care.
- Communicates with and receives complex information from the MDT Consultants, Lead Clinicians, Cancer Specialist Nurses and non-clinical staff to ensure all cancer patients including routine, emergency, 62 day classic, subsequent, screening and upgrade referrals are captured and included on the Cancer Tracking Database
- Negotiating with other members/departments of the Trust using persuasive skills to ensure that patient appointments are booked to meet National and Local waiting times targets as laid down in the NHS Cancer Plan. Liaise with clinicians and their secretaries regarding issues with clinic slots, cancelled clinics, and medical staff annual leave.
- Inform potential patient breaches to the relevant departments e.g. x-ray, outpatient clinic appointment, applying the Trust's Escalation Procedures for Cancer Waits.
- Negotiate appointments for tertiary referrals with other cancer pathway co-coordinators/trackers/navigators across the network to ensure national waiting times targets are met using the Trust's Tertiary referral procedure. This includes the receiving and sending of tertiary referral data.
- Assist in developing action plans to prevent future breaches and delays
- Work alongside other Cancer Pathway and MDT Coordinators and the Cancer MDT Assistant to provide cover, support and share best practice
- Attendance at Local Cancer PTL meetings, working with Divisional management and clinical teams to ensure patients move through their cancer pathway smoothly.

### **Multidisciplinary Team Co-ordination**

- To be responsible for arranging and coordinating MDT meetings within the Trust and at regional and where relevant Network level.
- To develop a meeting schedule and distribute to all core and extended members of the team.
- To be responsible for planning and organising MDT meetings, some which may require the adjustment of plans, in conjunction with the lead clinician for the MDT, ensuring appropriate venues are booked.
- To develop agendas for MDT meetings making judgements on content and timing of meetings.
- To coordinate and distribute the list of patients for discussion at each meeting, highlighting any patient delays, and to communicate the cut-off time for the referral of patients for discussion to appropriate medical staff.
- Ensure timely co-ordination, communication distribution of MDT outcomes obtaining agreement from the clinical staff
- To ensure all notes or referral letters, x-rays, CT scans and histology reports/specimens for

patients to be discussed, both from the host hospital and other network hospitals, are located in advance of the meeting.

- Ensure that all decisions about patient's management and the attendance of the MDT members are recorded to meet the requirements of the Manual of Cancer Services Standards and Quality Surveillance. Provide independent MDT attendance records as required
- Attend all MDT meetings at the host organisation and other network hospitals; and control the use of video conferencing, projection of systems and computer systems as needed. Display data and record treatment and management plans, obtaining agreement from the clinical staff
- Update the Cancer Tracking Database with outcomes from the MDT meeting
- Ensure treatment/action plans created are produced and recorded for each patient discussed at the MDT meetings and communicate this information to the relevant professional, and/or in line with the operational policy of the MDT
- Provide cover for colleagues at MDT meetings during periods of absence, and as appropriate
- Ensure that recurrent admission patient alert is added in a timely manner, once patient given cancer diagnosis.

### **Data Administration**

- Ensure data is collected in 'real time' as patients pass through their referral, diagnostic and treatment pathway to meet the national statutory waiting time targets and provide data that will support clinical staff in delivering quality patient care
- Ensure clinical teams understand and apply national data definitions and are able to use the Trusts cancer tracking/information database.
- Collect data from a variety of sources e.g. patient case notes, MDT meetings, clinical and administrative staff, to ensure all documentation is adequately maintained, and accurately enter data into required computer databases including Waiting Times and clinical databases
- Assist in data collection, analysis and the production of reports when required for the Trusts Management Teams, Lead Clinicians, the National Cancer Registry, Network audit programmes and service agreements to meet the Trusts statutory requirements.
- Ensure that all data is kept securely to maintain the confidentiality of staff and patients at all times
- Work to reporting deadlines and inform line managers in advance of potential problems
- Ensure that all data items are completed as necessary and in accordance with agreed data definitions so local processes and outcome data can be compared with national benchmarks
- Present outcome audit data at local MDT's
- In conjunction with the MDT, review and support the implementation of new ways of working which may influence service changes/developments as the priorities for cancer modernisation change

### **IT and Support Skills**

- Use of Microsoft Office
- Setting up and use of video-conferencing equipment to support MDTs
- Use the Cancer Tracking Database and other databases/hospital systems relating to the cancer pathway
- Using Trust information systems for the recording and reporting of clinical and performance data, in accordance with the Trusts IT Policy and procedures
- Interrogation of the cancer information system to: -
  - Maintain data quality
  - Provide analysis and reporting for clinical staff
  - Provide performance related analysis and reporting
- To work within the provisions of the Data Protection Act of 1998 and the Caldicott report.

## General Duties

- All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.
- You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.
- **Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.**
- To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

All employees have an individual responsibility to ensure that all information recorded both manually and electronically achieves and maintains the highest possible data quality standards by adhering to the Trust's Data Quality Strategy and Policy. Poor quality information will put patient care and safety at risk, and will also impact the Trust's performance and finances.

- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.

## 6. Physical and Mental Skills

### Physical skills

- Advanced keyboard use for data input to computer databases where speed and accuracy are necessary.
- Requirement for continuous use of VDU equipment

### Analytical and judgemental skills

- Judgement on content and timing of Multi-Disciplinary Team meetings
- The requirement to interpret and analyse patient data and treatment plan information regarding Cancer Waiting Times, Cancer Outcomes and Services Dataset on a daily basis.
- Ability to make judgements involving a range of facts when applying applicable Waiting Time Adjustments to patient's pathways in accordance with National Cancer Waiting Times Guidance, some of which require analysis.
- Analysis of patient pathways to agree delay reasons for Cancer Waiting Times.
- Judgements including interpretation involving facts/analysis such as data items to be included/excluded. The data items and data sets are very specific to cancer care and some are particularly complex.
- Numerate analytical skills for quantitative data.
- Knowledge of coding procedures using the ICD-10 codes; with wide ranging knowledge of medical/ surgical terminology and conditions.
- Knowledge of complex anatomical and physiological terms acquired through work-based experience and training.
- Abstracts and analyses extremely complex clinical patient records using judgment and knowledge to translate cases applying clinical coding conventions, and implements local variations to coding rules.

### Planning and organisational skills.

- Reprioritising Multi- Disciplinary Team meetings, formulating planning and adjustment of MDT meetings.
- Planning and organisation of a number of complex activities which are on-going e.g. MDT meetings, data submission schedules, organising access to data sources in a timely manner.
- Ability to prioritise tasks and work to deadlines and manage own time effectively.
- Ability to balance data collection for more than one tumour site group.

### Communication and relationship skills

- Communicate to and receive from clinical and other administrative staff complex and sensitive clinical information on a daily basis that requires tact and persuasive skills and with the ability to maintain with clarity and precision. Communication will be verbal, electronic e.g. email, or in writing.
- Facilitates in the training of both cancer pathway team and clinical teams in adhering to and applying Cancer Waiting Times Guidance.
- Possess effective listening and negotiation skills.
- Good presentation skills both oral and written.
- Effective team player and able to work with staff at all levels within the Trust and counterparts in other local trusts.
- Ability to maintain confidentiality at all times.

## **7. Responsibilities of the Post Holder**

### **Service Development and implementation**

- Follows and implements Trust and Departmental policies in own role e.g. data protection, Trust Access Policy and Consultant Upgrade Policy.
- Proactively proposes change to departmental and operational policies within the trust. Supporting both the Cancer Services department and other departments within the trust.
- Contribute to the development of data collection systems, making suggestions to Trust managers, system developers and clinical staff to improve best practice
- Seeks and proposes ways to improve systems and effectiveness of general working practice

### **Financial and Physical resources**

- Regularly responsible for the safe use of highly complex MDT room equipment to ensure the quality of discussion of complex patients throughout their pathways.
- Observes personal duty of care when using equipment e.g. computer and general office equipment
- Care of office equipment

### **Human resources**

- Demonstrates duties and provides advice and help in own work area to new and less experienced staff.
- Regularly supports the induction for new Cancer Pathway and MDT Coordinators
- Evaluate and contribute to the development of this role and the role of the Cancer MDT Assistant.

### **Information resources**

- Responsible for data entry, text processing and data storage utilising paper and computerised systems on a daily basis.
- There is a regular requirement to create reports and to format spreadsheets using computerised systems
- Responsible for maintaining both Infoflex and Orion information systems to ensure appropriate management of patient pathways.
- On a daily basis updates the cancer MDT database to ensure adherence to national cancer targets.
- Co-ordinate requests for information from clinicians as required
- Weekly production of formal cancer MDT minutes.

### **Research and development**

- Undertakes surveys/audits for own work e.g. data validation
- Supports on-going clinical audit activities related to cancer services
- To undertake any audits relating to MDT activity as identified following consultation with the cancer management team.

### **Patient/Client care**

- Assists patients/clients/relatives during incidental contacts e.g. directing patients/clients/relatives to wards/departments/clinics.

### **Infection control**

All employees have an individual responsibility to have knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements in the Infection Control Manual.

## 8. Freedom to Act

- The role requires an ability to work on own initiative and act independently within clearly defined policies, procedures and guidelines.
- The ability to work without supervision, work to agreed objectives and deciding when issues should be raised to management.
- Prioritise own workload to ensure the daily, weekly, monthly, quarterly and annual deadlines are continually met
- The Post Holder would be expected to problem solve and resolve issues on a daily basis using his/her own initiative.
- To have an understanding of a range of work procedures developed via extensive experience of administrative work.

## 9. Physical, Mental and Emotional Effort Required.

### Physical effort.

- Frequent requirements for sitting in a restricted position e.g in front of a computer to enter data and organise work.
- On a daily basis there is the requirements to lift, handle case notes and pushing of trolley containing case notes which can weigh from 6 to 50 kilos for several short periods per shift.

### Mental effort.

- Frequent requirement for prolonged concentration for reading patients notes, interpreting and analysing data and information into specified formats with a requirement for accuracy and validation.
- The work is unpredictable with frequent interruptions requiring immediate reprioritisation of planned activities in order to support patient pathways.
- Monthly uploads of data to national systems requires additional mental effort.
- Frequent requirement for concentration where work pattern is unpredictable, e.g interruption to respond to third party request while reviewing case notes for data collection.

### Emotional effort.

- Frequent indirect exposure to disturbing medical photographs and clinical details in case notes and discussions about terminally ill patients.
- Frequent exposure to MDT minutes of terminally ill patients.

## 10. Outline of Working Conditions

- Occasional attendance at Network meetings and National meetings is required
- Continuous exposure to VDU equipment for the majority of the working day.
- Work well in team environment using a desk top PC in sometimes contentious situations and meetings
- Ability to travel across other sites within the Trust for meetings

**Person Specification**  
**Job Title: Cancer Pathway and MDT Coordinator – band 4**

Criteria	Essential	Desirable	Stage Measured at
<b>Commitment to Trust Values and Behaviours</b>	<ul style="list-style-type: none"> <li>Put patients at the heart of all we do</li> <li>Must be able to demonstrate behaviours consistent with the Trust's "Dedicated to Outstanding Care" behavioural standards</li> <li>Ability to maintain confidentiality at all times</li> </ul>		Interview
<b>Training &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs (or equivalent) at Grade C or above including English Language and Mathematics</li> <li>Educated to NVQ Level 3 or equivalent experience</li> <li>Experience of working in the NHS</li> <li>Minute taking</li> <li>Competent in Microsoft applications including Outlook, Word, PowerPoint and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an office environment</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Advanced keyboard skills</li> <li>Excellent data input skills</li> <li>Knowledge of medical terminology</li> <li>Attendance and coordination of multidisciplinary team meetings</li> <li>Knowledge of hospital information systems</li> <li>Knowledge of Cancer Waiting Times data</li> <li>Experience of data collection</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Cancer Pathway Tracking database</li> <li>Knowledge of clinical pathways</li> <li>Understanding of clinical audit and data methodology</li> <li>Knowledge of medical records systems and data retrieval</li> </ul>	Interview
<b>Communication and relationship skills</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Effective diplomatic interpersonal skills.</li> <li>Able to communicate with a range of different professional groups (both clinical and non-clinical) I</li> <li>Effective team player able to work with people at all levels within the trust</li> <li>Ability to convey complex information to colleagues</li> <li>Self-motivated but also able to motivate others</li> <li>Possess effective listening skills</li> <li>Negotiation and influencing skills</li> <li>Offers appropriate help and advice with sensitivity</li> </ul>		Interview
<b>Analytical and Judgement skills</b>	<ul style="list-style-type: none"> <li>Effective judgment skills for decision making</li> <li>Ability to identify problems and quickly report/act on them to ensure cancer patients are treated within target</li> <li>Ability to analyse problems and identify obvious anomalies/discrepancies</li> </ul>		Interview
<b>Planning and organisation skills</b>	<ul style="list-style-type: none"> <li>Ability to prioritise tasks, work to deadlines and manage own time effectively</li> <li>Planning and organisation of a number of complex tasks many of which are on-going</li> <li>Seeks ways to improve systems and efficiencies</li> <li>Have the ability to work across tumour sites</li> </ul>		Interview
<b>Physical skills</b>	<ul style="list-style-type: none"> <li>Able to use a computer for extended periods</li> <li>Accuracy with data entry and information tracking- pays attention to detail</li> <li>Able to work effectively and accurately under pressure – does not panic easily</li> </ul>		Interview
<b>Other requirements specific to the role</b>	<ul style="list-style-type: none"> <li>Willing to undertake additional training as required</li> <li>Drive and enthusiastic, well-motivated with a positive approach to working as part of a team pursuing new strategic goals</li> <li>Ability to work across the Trust</li> </ul>	<ul style="list-style-type: none"> <li>Committed to continuing professional development</li> </ul>	Interview



**Job Description Agreement**

Job Holder's Signature ..... Date .....

Line Manager's Signature ..... Date .....

**The NHS Constitution**

The NHS Constitution brings together in one place, what staff, patients and the public can expect from the NHS. It sets out the principles and values of the NHS and explains a number of rights, pledges and responsibilities for staff and patients alike.

The key document to read is the NHS Constitution. This is accompanied by The Handbook to the NHS Constitution which gives more detail of each of the rights, pledges, responsibilities, expectations and values. There is also a useful guide which gives more background information and explains the parts of the Constitution that are relevant to you.

***The promises the NHS makes to you***

The NHS also makes certain pledges to you, which it is committed to achieving. These go above and beyond your legal rights and are a commitment to provide high-quality services.

***What the NHS needs from you in return***

The NHS is a vital resource and we can all help it work effectively, and ensure resources are used responsibly. The NHS Constitution explains the ways in which you can do this, including:

- Recognising that you can make a significant contribution to your own, your family's good health & wellbeing, and taking some personal responsibility for it
- Registering with a GP practice
- Following courses of treatment you've agreed to
- Always treating NHS staff and other patients with respect
- Keeping GP and hospital appointments – or if you have to cancel, doing so in good time
- Giving feedback – both positive and negative – about treatment you've received

