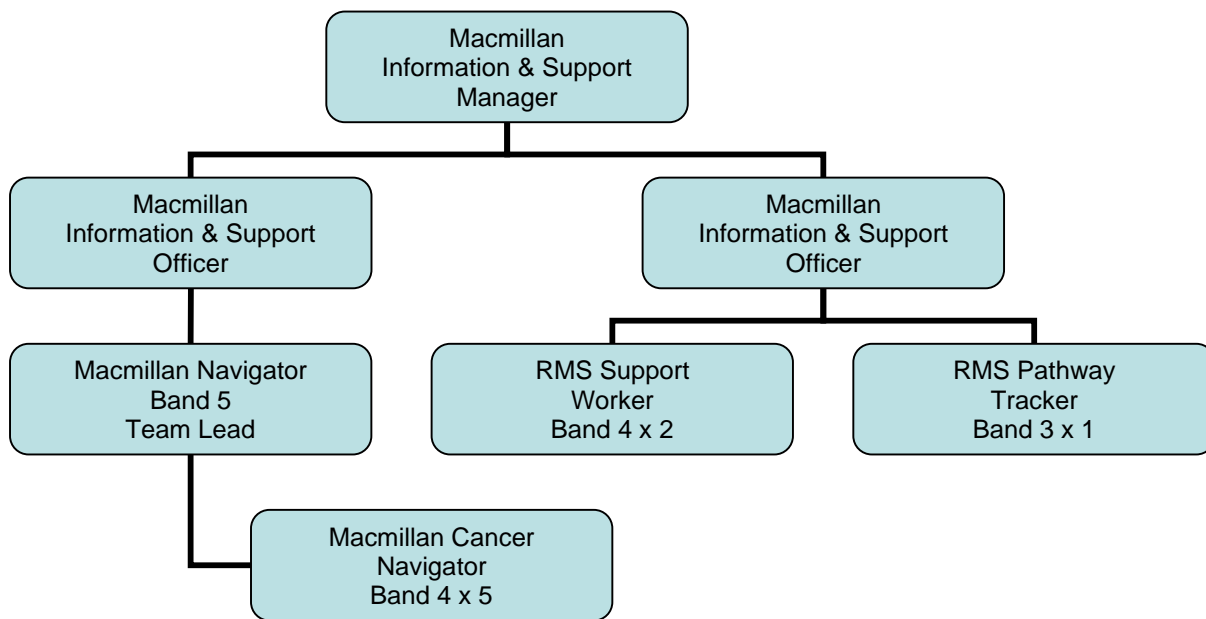


### Job Description

<b>JOB TITLE:</b>	<b>RMS Pathway Tracker</b>
<b>BAND:</b>	3
<b>DEPARTMENT:</b>	Cancer Services
<b>RESPONSIBLE TO:</b>	Macmillan Information & Support Officer



### **PURPOSE OF JOB:**

- To transfer key information from MDT outcomes to the Trust's Electronic Patient Record system (EPIC) and using the Cancer Tracking System (Somerset Cancer Register) ensuring that Trust's standards are adhered to in relation to all documentation and data input.
- Supporting the RMS Support Workers to monitor patients following the Self Supported Management pathway (SSMP) or re-entry to the Patient Initiated Follow Up pathways (PIFU) to ensure that patients are seen and investigated within nationally agreed parameters and that the necessary escalation and subsequent documentation is carried out for patients booked outside of those parameters.
- To be responsible for alerting and escalating to the Site-Specific Tumour Leads and Macmillan Information & Support Officer when problems and delays arise.
- This post does not have any line management or budgetary responsibility.

## **KEY TASKS & RESPONSIBILITIES:**

- To work independently with minimal supervision and as part of a team prioritising activities to ensure workload is completed in a timely manner.
- To follow the departmental escalation process by informing the Macmillan Information & Support Officer if they become aware of any potential issues against the Cancer Waiting Times targets and update EPIC/Somerset with all actions taken, contributing towards any potential breach reports.
- To utilise hospital systems, such as EPIC and Somerset Cancer Register to track and monitor patients appropriately through their PIFU Pathways.
- Accurately record referrals onto Somerset from EPIC, ERS or referral letters. To chase images and relevant reports from other hospitals and upload to EPIC.

## **Data Collection and Audit**

- To support the tracking of progress of patients on the SSMP/PIFU pathway and input designated data items onto EPIC/Somerset in a timely and accurate manner.
- To take responsibility of data spreadsheets to ensure all referrals are up to date on Somerset, and to query and escalate any discrepancies with the relevant teams e.g., Booking Centre, Clinical Teams, Waiting List, Radiology etc.
- To input data onto EPIC/Somerset from structured reports on a daily/weekly basis, as assigned by the RMS Support Workers and Macmillan Information & Support Officer.
- To monitor and update relevant databases and update notes on EPIC/Somerset.
- Actively searching for missing data items, working with clinical and administrative teams.
- Undertaking data cleansing exercises, ensuring data is of a high quality, properly curated and robust.

## **General Responsibilities**

- Establishing and maintaining effective communication networks and working relationships with Site specific RMS Support Workers, MDT coordinators and other members of the wider Trust team, demonstrating good communication skills, both verbally and in written form and ensuring that a professional and seamless service is provided.
- Assisting in training new members of staff across the organisation to ensure compliance with standard operating procedures and data collection requirements.
- Attending and contributing to meetings as required.
- Contacting GP practices and other hospitals for patient information as needed.
- To plan and organise own work schedule with the use of appropriate planning aids, demonstrating good time management and ensuring anticipated difficulties in meeting deadlines are promptly reported.



- To communicate sensitive information appropriately as per the Trust policies.
- Have an understanding and experience of the issues surrounding data protection, sourcing and collection.
- Attend mandatory training courses as identified through supervision and individual performance review.
- To ensure confidentiality and security of data in accordance with organisational requirements, and in line with the Data Protection Act.
- To provide cover for annual leave and sickness where appropriate.
- Any other task appropriate to the grade, as designated by the Macmillan Information & Support Services Manager

***This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.***

***This job description should be read in conjunction with the non-supervisory JD Addendum – available at: <http://www.frimleyhealth.nhs.uk/wp-content/uploads/2015/07/Job-Description-Addendum-non-supervisory.doc>***