

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Cancer MDT Team Leader (Maternity Cover – Fixed Term for 12 months or Secondment)

BAND: 5

LOCATION: Birmingham Children's Hospital

DEPARTMENT: Blood, Stem Cell Transplant and Cancer

HOURS OF WORK: 37.5

ON CALL/OUT OF HOURS: No

ACCOUNTABLE TO: Service Manager

RESPONSIBLE TO: Service Manager

DIRECTORATE: Specialised Medicine

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

Our mission:

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

Our vision:

To be a world-leading team providing world-leading care.

Our goal:

To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

Our values:

- Ambitious
- Brave
- Compassionate

JOB PURPOSE

- The post-holder, whilst working as an integral member of the cancer services team, is responsible for overseeing the administration and co-ordination of all paediatric cancer MDTs, ensuring completeness of all mandated national cancer data standards, tracking of paediatric cancer pathways and complying with weekly, monthly, quarterly and annual cancer reporting requirements.

JOB INFORMATION

- The post is based at the Children's Hospital's site and is responsible for supervising the cancer MDT and data team and overseeing compliance with all mandated cancer data standards

CORE KEY RESPONSIBILITIES

PROFESSIONAL

- Support MDT lead clinicians and wider cancer team by attending Oncology MDTs and provide supervision for the MDT and cancer data team.
- Oversee the recording of all cancer pathways within the Trust via the Somerset Cancer Registry (SCR).
- Oversee the completion and submission of all mandated cancer datasets - Cancer Waiting Times (CWT), Cancer and Outcomes Services dataset (COSD), Systemic Anti-Cancer Dataset (SACT) and Paediatric Oncology Specialised Services Quality Dashboard (SSQD).
- Work with key members of the Trust to ensure cancer data is of high quality in terms of accuracy and completeness.
- Ensure that systems are in place for all newly referred and diagnosed cancer patients to be identified and recorded via the Somerset Cancer Registry.
- Support the MDT and data team in ensuring the cancer priority target list (PTL) provides the most informed status and systems are in place to fulfil this.
- Monitor cancer pathways to ensure compliance with cancer waiting times performance standards, highlighting any potential breaches to the service manager.
- Support MDT clinicians and operational staff by investigating cancer waiting time breaches and providing root cause analysis (RCA) for review and assisting with any remedial action plans as required.
- Provide leadership for all locally agreed cancer data reporting requirements within Paediatrics and ensure the Trust fulfils its obligations for all nationally mandated cancer reporting.
- Support the training of MDT and data staff on all mandated cancer data collection including the application of the Somerset Cancer Registry and local and national reporting requirements.

CLINICAL:

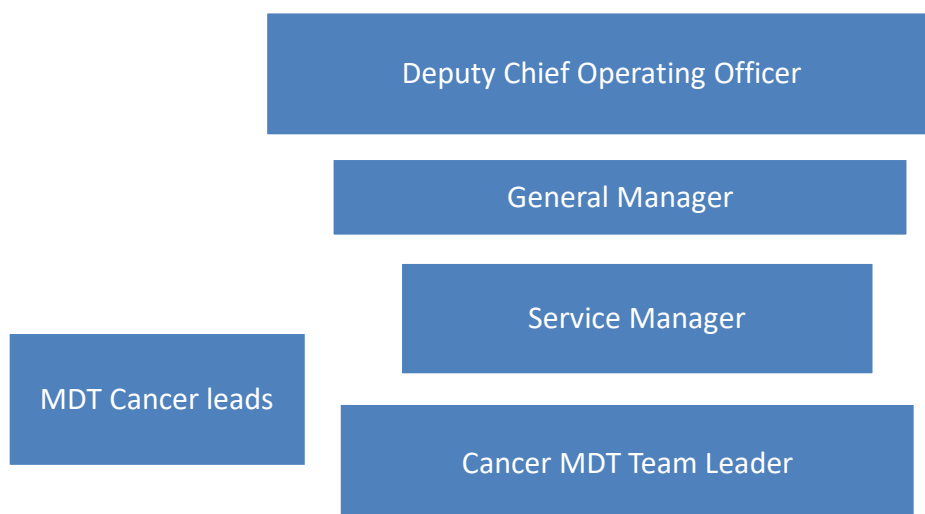
N/A

PEOPLE MANAGEMENT

SPECIFIC KEY RESPONSIBILITIES

- Supervise MDT and data managers in their daily tasks.
- Participate in staff recruitment, when appropriate.
- Maintain cover for annual leave and absence monitoring, including sickness absence.
- Identify any performance and disciplinary issues.
- Ensure staff participate in an annual appraisal programme and have personal development plans set.

ORGANISATIONAL CHART



COMMUNICATION AND WORKING RELATIONSHIPS

- Work as a flexible member of the Cancer Services MDT and Data team, providing cover where appropriate.
- Support MDT clinicians by overseeing the co-ordination and administration of all paediatric cancer MDTs, ensuring that meetings are organized in an efficient manner.
- Work with MDT and data staff/MDT Cancer Leads around data completeness and accuracy of all mandated cancer datasets – CWT, COSD, SACT, SSQD and any other clinical audit datasets as required.
- Support MDT clinicians and operational colleagues, working across directorates to ensure compliance with cancer waiting times performance standards.

- Facilitate information flows across the Trust, shared care centres and other referring/treating hospitals to ensure compliance with cancer pathways and cancer registration.
- Represent the Trust at specialty, network and national meetings in relation to mandated cancer data collection.

ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

- Support Service Manager/Performance team to meet national weekly, monthly, quarterly and annual reporting requirements for all cancer metrics.
- Liaise with clinicians, managers and information analysts to ensure that all existing information requirements are maintained and any new information requirements are discussed, planned and implemented appropriately.
- Develop and streamline information flows to capture and record all types of cancer pathways and cancer data.
- Use data intelligence to inform trends/deviations in performance within the Cancer Specialty.
- Assist the cancer team with any ad hoc data requests.

PLANNING AND ORGANISATIONAL SKILLS

- Be familiar with all current national standards and cancer data collection requirements and ensure that all relevant cancer information is recorded.
- Keep up to date with any national guidance for mandated cancer data collection and information requirements, advising the Trust/colleagues of the implications of such guidance including the need for review and updates of any relevant policies and workforce.
- Be responsible for training staff in both systems and national reporting requirements as necessary.
- Oversee the co-ordination and administration of all MDT functions including teleconference facilities.
- Develop an in-depth knowledge of cancer pathways across all paediatric tumour sites and collection of mandatory core and site specific data.
- Supervise the collection of cancer data by MDT and Data Managers from multiple clinical systems, ensuring staff maximize opportunities for data quality and completeness of cancer data collected.
- Ensure MDT and data staff maintain data accuracy and completeness through timely input of data for cancer pathway monitoring, reporting and dataset submissions.
- Work closely with software providers and IT to maintain the functionality of the system and oversee system upgrades.

TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

The following points must be included in all Managers job descriptions. It is envisaged that for the majority of clinical and general management areas, this will be posts at Band 7 and above, although in some roles these may be at a lower band.

Provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the

existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those of your Department and how these translate within your area/team.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.