

## Job Description

**Title:** Multi Disciplinary Team Co-ordinator

**Band:** 4

**Staff Group:** A&C

**Reports to:** Assistant Cancer Operational Manager

*Enter the level of training below - delete the field if the job holder does not need to complete the Passport to Manage programme.*

### Job Summary:

1. To track and monitor suspected cancer referrals from receipt to treatment / non-treatment through daily PTL monitoring
2. To co-ordinate Multi-Disciplinary Team (MDT) meetings ensuring all relevant patients and supporting information is available to the team to aid cancer pathway decision making and document outcomes during the meeting.
3. To ensure that the MDT monitors, reports and manages all suspected and confirmed cancer cases in a timely and consistent manner against all National Cancer Waiting Times targets.
4. To create, update and monitor accurate patient records on the Trust cancer register (Somerset) in accordance with the National Cancer Waiting Times manual and Cancer Outcomes and Services Dataset (COSD) requirements.
5. To escalate and liaise daily with Business Managers, Care Group Managers and Cancer Services.
6. To liaise with other Trusts regarding treatments.

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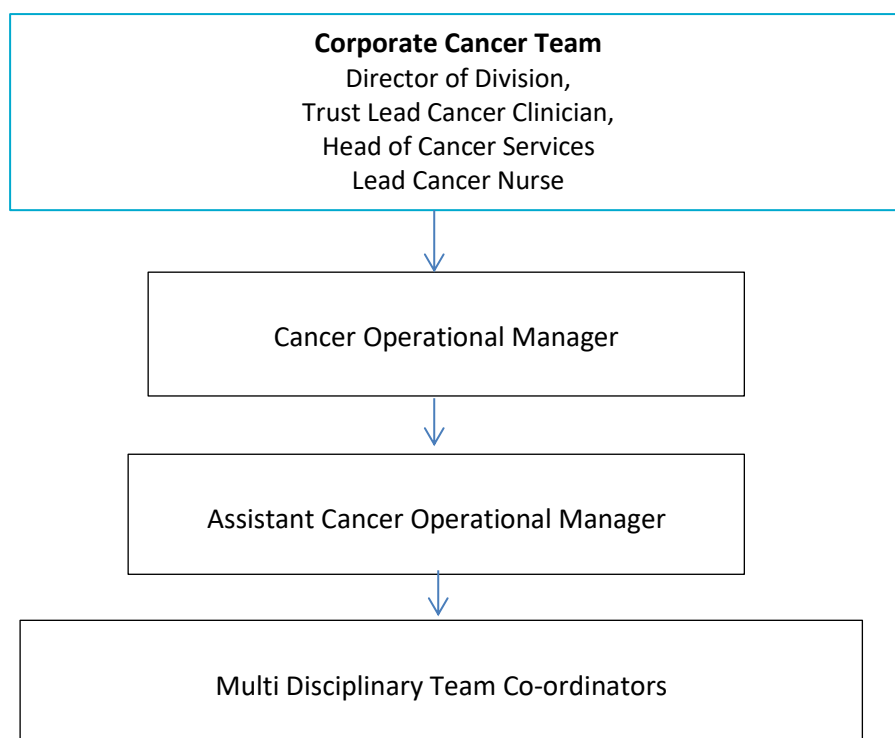
### Key Responsibilities:

1. To ensure compliance with the National Cancer Waiting Times standards.
2. To ensure that the MDT monitors, progress and report all suspected and confirmed cancer cases in a timely and consistent manner against all National Cancer Waiting Times targets.
3. To ensure that the MDT escalates potential breaches of the National Cancer Waiting Times targets in advance of the predicted breach date; to manage such potential breaches so as to mitigate the outcome; and to escalate unresolved potential breaches in a timely fashion to the Admin/Waiting List Manager, Lead Cancer Manager and Head of Performance.
4. To work with senior clinicians and senior managers to resolve potential breaches of the national cancer targets, supported by robust and accurate data; to provide and receive highly complex and sensitive information on patients and models of care to ensure efficient and relevant prioritisation of resources to achieve national cancer targets.
5. To carry out audits as requested by the clinical team
6. To work with clinical and managerial staff to coordinate decision making.

7. To provide timely feedback on Cancer Service policies through department channels.
8. To supervise cross-functional cover for all MDT meetings.
9. To monitor own training needs and work with Line manager for personal development plan.
10. To record and store accurate, timely and robust data on all Cancer patients and to influence existing data recording processes.
11. Liaise with staff to ensure all cancer patients have a booked first appointment, investigation and procedure and ensure recorded details of patients coming via a different route to the MDT.
12. To report regularly to Line Management, Lead Cancer Clinician and Lead Cancer Manager on compliance / non-compliance of all cancer standards.
13. Assist in capturing accurate and timely data on all cancer patients; assist in the development of systems to complement the cancer audit system
14. Work with members of the Cancer Services Management Team and other MDTs to reduce waiting times across all stages of the cancer patient's journey.
15. To work as part of MDT Co-ordinator Team and cover other colleagues in periods of absence.

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## Organisational Chart



## Person Specification

### Qualifications

- 5 GCSEs at grade C or above, including English and Mathematics

### Skills and Knowledge

- Able to communicate with and influence staff in clinical and non-clinical roles to Consultant and/or Senior Manager level to prevent breaches of the National Cancer Waiting Time targets
- Able to prioritize a complex workload
- Able to work both autonomously and as part of a multi-disciplinary team
- Able to both utilize discretion and know when to escalate
- Able to produce a high level of data quality and understands its importance in delivering high quality information
- Flexible and adaptable to the changing needs of the service
- Able to confidently use standard Microsoft Office programmes
- Knowledge of cancer waiting times standards and patient pathways an advantage but not essential

### Experience

- Previous experience in an administrative role
- Previous NHS experience an advantage but not essential

### Working Together For Patients with Compassion as One Team Always Improving

**Strategic approach** (clarity on objectives, clear on expectations)

**Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

**Personal credibility** (visibility, approachable, backbone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

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Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

**Print Name:**

**Date:**

**Signature:**