

**CANCER SERVICES**  
**Job Description**

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**JOB DETAILS**

**Job Title:** MDT CO-ORDINATOR CANCER SERVICES

**Band:** 4

**Department / Ward:** Cancer Services

**Service:** Cancer Services

**Division:** Scheduled Care

**Base:** RGH/NHH

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**ORGANISATIONAL ARRANGEMENTS**

- Accountable to:**
1. Cancer Services Support Manager
  2. Deputy Support Manager Cancer Services
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**JOB PURPOSE**

- **Primary responsibility to plan, organise, attend and facilitate the MDT**
- Responsible for the preparation and distribution of MDT patient cases for discussion requiring the collection of all relevant documentation e.g. patient files, x-rays and pathology reports.
- Monitor Cancer patients through their pathway ensuring Cancer Standards and timescale are adhered too. Highlighting any problems to the appropriate MDT and Management team members.
- Production and dissemination of weekly Tracking reports
- Responsibility to ensure all recorded information is accurate, up to date and validated according to departmental policy , in order to co-ordinate the Cancer MDT's and enable production of clear, concise and meaningful reports for submission to clinicians, managers and WAG

## **DUTIES AND RESPONSIBILITIES**

### **Communication and Relationship skills**

- To communicate effectively within the department contributing ideas for improvement, development.
- To liaise effectively with Lead Clinicians, Clinicians & other non-clinical professionals in the functional support of MDT
- To communicate complex and sensitive cancer patient information with the Lead Clinicians, Clinicians & other non-clinical professionals and external bodies( Other NHS Health Boards, Private Clinical Organizations & South East Wales Cancer Network)
- Ensure the progress of the patient pathway is prospectively and proactively managed and that any concerns are communicated to the relevant personnel in a timely manner in line with the Cancer Standards targets using tact and diplomacy.
- Communicate with all members of the MDT to ensure timely and accurate transfer of sensitive and complex information
- To Ensure the booking of patient appointments in relevant tumour site outpatient/diagnostic test as instructed by members of the MDT using the appropriate processes/procedures, ensuring sensitivity and empathy and all times.

### **Knowledge Training and Experience - See Person Spec**

- Post holder must have proven experience of working in a Cancer Services environment
- Post holder requires a knowledge and understanding of the WAG Cancer Standards
- Previous knowledge of Cancer terminology
- Post holder must have Knowledge and understanding of Medical terminology
- Excellent working knowledge of a range of Health Board IT systems, such as Canisc Myrddin, Clinical Workstation and ORMIS
- Other information contained on the person specification

## **Analytical and Judgemental Skills**

- Ensuring that respective Tumour Site patient tracking reports are accurate and fully validated before dissemination to members of the MDT
- Identify Patients that require MDT discussion from pathology & radiology using judgement to ensure individual patient discussion is timely in relation to the diagnostic and staging pathway.
- Assist in the regional Canisc Project team and Trust tumour site Lead Clinicians in the validation process of monthly generated Canisc reports
- To take a proactive role in the implementation and planning of National Audits within Cancer Services and respective tumour sites.
- Regularly processing validation reports in a timely manner ensuring data is fit for purpose
- Use Judgement and tact to assess situation and take appropriate action e.g. identifying potential breach patients to relevant personnel.
- To assist in the analysis of activity and performance for weekly PTL Reports and monthly breach/performance returns to WAG.

## **Planning and Organisational Skills**

- **Primary responsibility** to organise attend and facilitate the MDT
- **Primary responsibility** for the preparation and distribution of MDT patient cases for discussion requiring the collection of all relevant documentation e.g. patient files, x-rays and pathology reports.
- Identify Patients that require MDT discussion from pathology & radiology using judgement to ensure individual patient discussion is timely in relation to the diagnostic and staging pathway.
- To prepare and plan patient data for Network MDT's working to timescales

## **Physical Skills**

- Proficient in numerous software packages with excellent keyboard skills to ensure the support and functionality of the Cancer MDT's in real-time applications i.e. MDM module. The post holder must be able to have the necessary skills to cope with the pressure and speed of the MDT when recording relevant information.

### **Responsibility for Patient Care**

- Responsible for providing administrative support to MDT's across the Health Board. Thus ensuring the MDT can be instrumental in the patient treatment plan.
- Produce Patient Tracker Reports ensuring accuracy of information in order for Directorates to appropriately manage patient pathways
- To ensure blockages in the patient pathway have been escalated are addressed with the relevant areas such as Radiology, Pathology, Radiotherapy and Chemotherapy. Highlighting any blockages in the patient pathway that cannot be addressed with the relevant personnel.
- Diplomatically liaise with tertiary centres in relation to patients that require treatment within the predefined timescales.
- To attend weekly Tracker meetings ensuring patient pathway information is recorded accurately.
- When identified by the MDT ensure patients are contacted by the relevant staff to book clinic appointments when there is not enough time to go through the appropriate booking processes

### **Responsibility for Policy and Service Development**

- Comment on and propose changes in working practices/policies e.g. changes to protocols, process and proformas used in data collection and validation
- Contributes to the development of policies relating to the functionality of the MDT

### **Responsibility for Financial and Physical Resources**

- Responsible for ensuring the safety and security of Cancer Services IT equipment when used by MDT's
- Ensure all functionality of all TV conferencing equipment prior to an MDT & liaise with technical staff according to resolve any issues

### **Responsibility for Human Resources**

- In conjunction with Support/Deputy Cancer Mangers provide advice and instruction to the Cancer Services administration support staff in line with Health Board and departmental policies/procedures
- In conjunction with Support/Deputy Cancer Mangers plan & delegate work for administrative support staff to ensure continuity of service.

## **Responsibility for Information Resources**

- Responsible for ensuring all MDT formal minutes/written records are recorded and accurate and represent the agreed patient treatment plan
- Collect, extract and input Clinical information on designated Cancer Cases into CaNISC data base, promptly and accurately in line with Cancer Standards
- To retrieve and extract information from various sources including manual and clinical information systems, e.g. Myrddin, CWS, Patient notes, Scribes,
- **Primary Responsibility** to ensure all recorded information is accurate, up to date and validated according to departmental policy, in order to co-ordinate the Cancer MDT's and enable production of clear, concise and meaningful reports for submission to clinicians, managers and WG
- Ensure that all records/reports of a confidential nature are handled and stored in accordance with Health Board policy
- Maintain the upkeep of appropriate filing systems of information generated by working procedures, whether electronic or manual.
- Inform Support/Deputy Cancer Services Manager of any ad-hoc requests by authorised staff

## **Responsibility for Research and Development**

- In conjunction with the Support/Deputy Manager Cancer Services undertake and participate in all Cancer audits e.g. DAHNO, NBOCAP, NOGA.....

## **Freedom to Act**

- To manage own workload adhering to Health Board Policies and Procedures referring to Cancer Support/deputy Manager as and when required.
- To be responsible for the provision of administrative and secretarial support to the weekly MDT meetings, including their co-ordination and ensuring the necessary information and imaginary is available for the meetings.
- Prioritise and plan individual workload effectively and efficiently on a daily basis. Incorporating the ability to reprioritise workload at short notice when necessary to meet demand.
- To be proactive and innovated when dealing with all demands of the service
- To participate and contribute in departmental and when required directorate team meetings

### **Physical Effort**

- Using a VDU for long periods in the formulation reports
- Collection and preparation of patient notes for MDT's using the appropriate equipment as and when required on a daily basis

### **Mental Effort**

- Long periods of concentration are required when taken minutes and notes at MDT, data analysis, tracking patient meetings where frequent interruption can take place a need work needs to be reprioritised accordingly
- Accessing and manipulating several software tools at the same time

### **Emotional Effort**

- Working within the Cancer environment where the subject matter can sometimes be distressing e.g. distressing images at MDT

### **Working Conditions**

- Requirement to use a keyboard and VDU equipment on a daily basis.
- Exposure to unpleasant or hazardous working condition is rare

### **Directorate & Departmental Management Conduct**

- Promote the department and the Directorate at all times.

### **Continuing Professional Development**

- Keep skills up to date and relevant in order to carry out appropriate tasks in the areas of IT applications.
- Ensure continuation of personal development through appropriate formal and informal training as and when necessary.
- Keep up to date with legislation in relation to data protection, Caldicott principles, and confidentiality, Human Rights Act, Freedom of Information Act etc and the latest E-policies.

## **Health and Safety**

Perform duties in a manner which will ensure the Health and Safety of all persons who may be affected by your acts of omission at work and co-operate within the Trust to ensure that statutory and safety regulations are adhered to.

## **Confidentiality**

The handling of information within the Health Board must be treated as confidential and disciplinary action will be taken in the event of a breach of confidentiality.

## **Data Protection**

You are reminded of your duties and responsibilities as an employee under the Data Protection act of 1998, that you must ensure that personal data is not negligently or unlawfully handled or disclosed to unauthorised persons.

## **Information Security**

Employees are required to comply with the requirements of the Health Board IT Security Policy and standards to ensure that any information held on both manual and computer records are kept confidential and secure.

*This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet with changes in the Health Board requirements.*

**MDT CO-ORDINATOR CANCER SERVICES**  
**Person Specification**

CRITERIA	ESSENTIAL	DESIRABLE
Education & Qualifications	<ul style="list-style-type: none"> <li>• Educated to GCSE or equivalent</li> <li>• Good keyboard skills</li> </ul>	MDT-Coordinator certificate EDCL RSA or Word processing
Previous experience	<ul style="list-style-type: none"> <li>• Understanding of a Cancer Services environment</li> <li>• Understanding of WAG Cancer Standards</li> <li>• knowledge of Cancer terminology</li> <li>• Knowledge of Medical terminology</li> <li>• Knowledge of Anatomy &amp; Physiology</li> </ul>	Medical Terminology and A & P theoretical courses
Skills, knowledge, abilities	<ul style="list-style-type: none"> <li>• Excellent working knowledge of Health Board IT systems, such as Canisc, Myrddin, Clinical Workstation and ORMIS</li> <li>• Excellent communication skills, verbal and written.</li> <li>• Ability to communicate with staff from a broad spectrum of areas</li> <li>• Emotional resilience</li> <li>• Computer literate with excellent keyboard skills with the ability to use computer packages such as Microsoft Excel and Access.</li> <li>• Proven ability to work to deadlines and under pressure</li> <li>• Proven ability to organise own workload</li> <li>• Ability to demonstrate excellent organisational skills</li> <li>• Ability to work Unsupervised</li> <li>• Able to communicate well and with diplomacy with staff groups at all levels, verbally and written.</li> </ul>	
Attitude. Aptitude, personal characteristics	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Emotionally resilient</li> <li>• Committed</li> <li>• Flexible and adaptable</li> <li>• Respects confidentiality</li> <li>• Self-motivated &amp; enthusiastic</li> </ul>	



	<ul style="list-style-type: none"> <li>Organised methodical &amp; reliable</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>Must be able to travel as and when required</li> <li>Cross site working within the Health Board--Attend meetings/venues outside the Trust</li> <li>Demonstrate a willingness to learn and participate in formal and informal training to ensure practice and knowledge is kept up to date</li> </ul>	

### **Cancer Services Structure**

