

Job Title: Multi-Disciplinary Team Co-ordinator

Department:	Health and Community Services (HCS)	
Division:	Medical Services	
Reports to:	Assistant General Manager	
JE Ref:	HCS1179	
Grade:	CS07	JE Date: 17/02/2023

Job purpose

The core purpose of the MDT co-ordinator is to provide consistent patient centred focus throughout the pathway of care, by providing a point of contact along the administration pathway for the Multi-Disciplinary Teams (MDTs). This will ensure coordination of the patient journey, especially for patients who require to have treatment off-island. The role will ensure that all relevant patients are discussed at MDT meetings and all supporting clinical information is made available.

The post holder will be responsible for the coordination and organisation of the multi-disciplinary team meetings and will attend these meetings obtaining and recording relevant information. He/she will collect, record and report information as required.

The post holder will also be responsible for the coordination of reports, investigations, radiology results and clinic appointments associated with the patient journey through the cancer pathway. He/she will be required to work closely and proactively with the clinical teams and work collaboratively within the team ensuring the consistent delivery of this service.

Job specific outcomes

1. Provide a full and confidential administrative support service to the MDT, which includes preparation in advance of the meeting and ensuring subsequent decisions are actioned; this includes typing of clinical reports and correspondence, minute taking, diary management, and video-conference arrangements.
2. Provide administrative support to the MDT within Clinical Services, organising MDT reviews for patients, which help to monitor treatment pathways.
3. To arrange MDT meetings ensuring all relevant professionals and other partner agencies where appropriate are present, this includes liaising with MDTs in UK Hospitals.
4. Input confidential and sensitive information to maintain the Departmental patient database to provide an overview of treatment pathway for patients.

5. Liaise with the MDT members to ensure that appropriate action takes place following the MDT meeting and relevant Clinicians including General Practitioners are advised of decisions.
6. Ensure the general filing is effective and efficiently maintained and up to date to ensure accurate records are always accessible.
7. Act as first point of contact with health care professionals and other relevant staff ensuring effective communication is maintained.
8. Deal with MDT correspondence and telephone calls ensuring information is disseminated promptly and accurately to the appropriate clinician.
9. Responsible for managing the collation and monitoring for the Cancer Outcome Services Dataset (COSD) including Staging information and tumour site specific audit data for submission to UK Registry Services.
10. Initiating the collection and analysis of audit data, used to access service development needs and service improvement processes
11. The post holder must always respect and maintain patient confidentiality and in particular the confidentiality of electronically stored personal data to ensure compliance with the requirements of relevant data protection legislation
12. The MDT co-ordinator will be expected to be flexible and provide cross cover for colleagues to meet the needs of the service

Statutory responsibilities

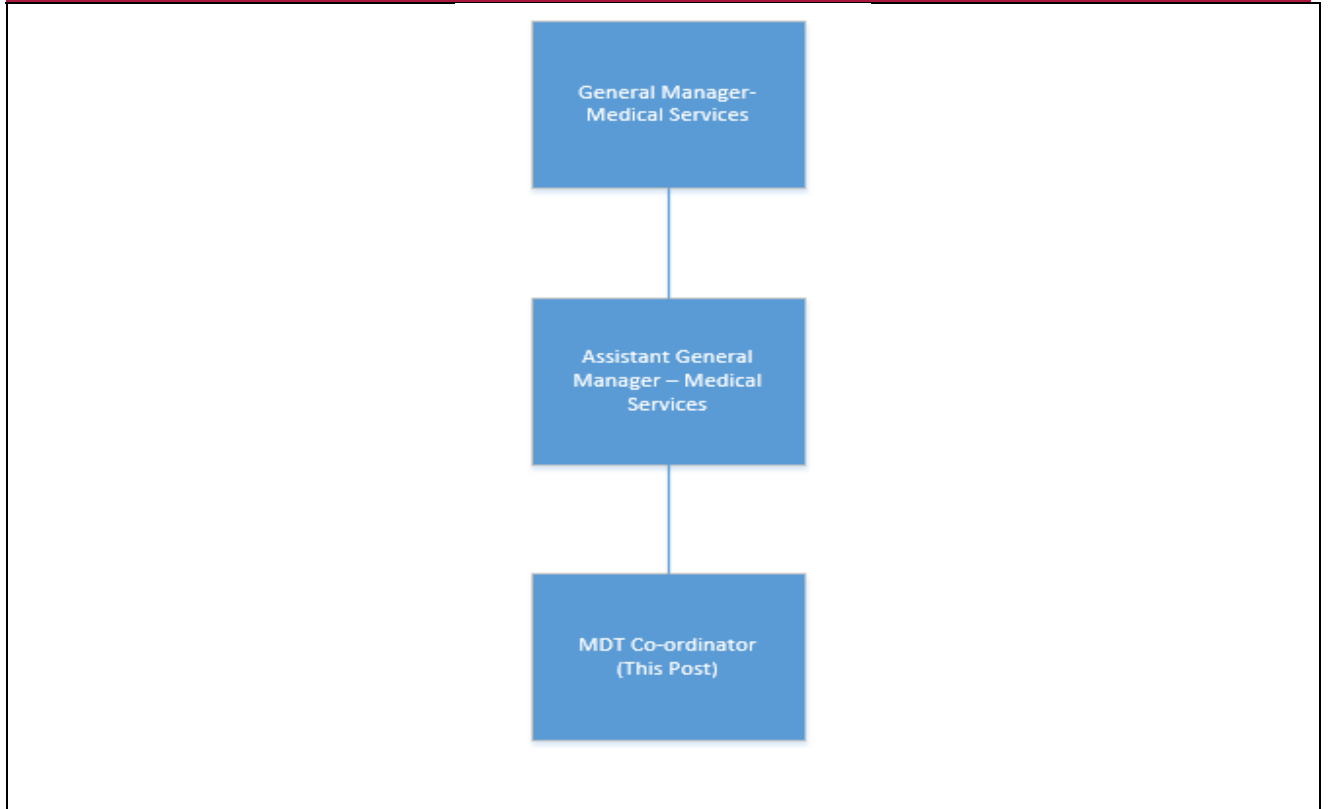
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Good standard of general education to include English and Mathematics GCSE (or equivalent) pass at Grade C or above</p> <p>A high level of computer literacy including word processing (Word) and spreadsheets (Excel)</p> <p>Ability to produce reports</p>	<p>Using own initiative within guidelines.</p> <p>Communication at all levels.</p> <p>Organising own workload</p>
Knowledge	<p>Awareness of data protection legislation</p> <p>Knowledge of statistical/data interpretation and analysis</p> <p>Ability to gain knowledge of medical terminology</p>	<p>Good working knowledge of medical terminology (training will be provided where a suitable applicant is deficient in parts of the range of knowledge required)</p>
Technical / Work-based Skills	<p>Excellent IT skills to update and maintain information systems.</p> <p>Excellent Keyboard skills to facilitate live minute taking at MDT meetings</p> <p>Ability to collate, analyse and handle accurate data</p> <p>At least Three years' experience in a medical administrative role</p> <p>Experience of working in a team</p>	<p>Understanding of the concept of the Multi-Disciplinary Team</p> <p>Knowledge of medical terminology relating to cancer</p>

<p>General Skills/Attributes</p>	<p>Ability to communicate complex and sensitive information with a wide variety of Clinical Staff and other health professionals both verbally and in writing.</p> <p>Good organisational skills</p> <p>Ability to work independently and use own initiative</p> <p>Excellent interpersonal skills in order to work effectively with a wide range of health professionals and as part of a team</p> <p>High level of accuracy and attention to detail</p>	<p>Ability to learn to understand and interpret medical terminology, particularly in relation to a variety of cancers.</p> <p>Ability to use own judgement in difficult situations.</p>
<p>Experience</p>	<p>Minimum of 3 years' experience in a customer focused service environment</p>	<p>Previous experience within HSSD</p>

SPersonal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.