

JOB DESCRIPTION

JOB TITLE:	MDT Co-ordinator	
DIVISION:	Rf:Anaesthetics,Theatres & ICU Div	
SALARY BAND:	Band 5	
RESPONSIBLE TO:	Service Manager	
ACCOUNTABLE TO:	Assistant Operational Manager	
HOURS PER WEEK:	37.5hrs	
LOCATION:	Royal Free Hospital	
MANAGES:	Directly:	N/A
	Indirectly:	

JOB SUMMARY:

We are looking for an enthusiastic and self-motivated candidate to join the Anaesthetic and ICU Division at the Royal Free Hospital London as a divisional MDT coordinator. The post holder will be required to work closely with all members of the MDTs, pre-assessment department, surgical specialities and clinical teams, including medical, nursing and therapy staff, pathway navigators and operational managers internally and externally across the Trust. We are looking for a candidate who is able to adapt quickly and work independently.

Key working relationships

- Medical Staff
- Nursing and therapies staff
- Clinical Nurse Specialists
- Administrative staff
- Operational managers
- External Agencies or outside Organisations

Summary of Roles and Responsibilities

Complex Surgical Patient MDT

- The CSP MDT receives up to 50 patient referrals per week. Of these approximately 10-15 patients are discussed at a multidisciplinary meeting once a week with a chair (Consultant Anaesthetist) and a Consultant Intensivist, Anaesthetists, Cardiologist, Care of the Elderly consultant, Pain Management Nurse, Preassessment CNS, surgical speciality CNS and other speciality representation (e.g. Haematology, Respiratory) in attendance. The MDT undertakes discussion around the fitness of the patient for surgery, whether further speciality review or investigations are required, and postoperative destinations of higher-level care. The remainder of the referrals require a 'level of care' (LOC) allocation for postoperative destination (ward, PACU, HDU, ICU). The administrative burden of the MDT is significant: collation of referrals

into LOC decisions and patients for MDT discussion and shared decision making; distribution of MDT lists, accurate documentation of the MDT outcome, booking onward time-critical appointments, informing surgical teams of MDT outcome and maintaining the MDT list of patients who need to be rediscussed once further investigations and review have taken place.

- The MDT coordinator will be responsible for the MDT management of complex surgical patients (including preparation, coordination, documentation, and follow up of administrative actions from the MDT meetings) and will ensure all patients referred are discussed (in line with Centre for Perioperative Care guidelines). They will provide administrative support to the CSP MDT chairs and other clinicians in attendance. They will provide a vital link between the RF site and Barnet/ Chase preassessment departments.
- They will be expected to initiate the collection and analysis of audit data, identify service development needs and service improvement processes and develop action plans ensuring appropriate outcomes are implemented.

ICU MDT

- The ICU MDT discusses an average of 8-12 patients, every week. These include complex patients, those with significant rehabilitation requirements, long-term patients., those with tracheostomies and includes those patients nearing discharge to the ward after a long ICU stay with an ongoing specialist care input requirement.
- The MDT co-ordinator will be responsible for the coordination of and administration related to patients referred to the ICU MDT. They will be required to liaise with all members of the MDT including medical, nursing, psychology, critical care outreach, palliative care, physiotherapy, occupational therapy, and dieticians and maintain clear patient outcomes.
- They will be expected to initiate the collection and analysis of audit data, identify service development needs and service improvement processes and develop action plans ensuring appropriate outcomes are implemented.

Date of the JD review: April 2024

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

Positively **Welcome** all of the time. Confident because we are clearly **communicating**

Actively **Respected** and cared for and visibly **Reassured** that they are always in safe hands

1. RESPONSIBILITY FOR PATIENTS

Positively **welcoming** Actively **respectful** Clearly **communicating** Visibly **reassuring**

- To agree with the Specialist Lead Clinicians a process of identifying new cases to be discussed at the multidisciplinary team meetings.
- To produce a list of all new patients to be discussed and distribute to all members prior to the meeting and after the meeting circulate a list of all patients discussed indicating main conclusion from the meeting.
- To make available at the MDM medical records, pathology, and any imaging from radiology of patients who are being discussed.
- During MDT meetings to complete appropriate paperwork, to enable transfer of patients care as required between clinicians. To complete MDT forms and monitor patient progress.
- Following MDT meeting to arrange appropriate action, e.g., e-mailing MDT proformas to relevant parties, arrange any necessary patients' appointments, to upload any relevant patient details onto a database, filing relevant paperwork appropriately.
- To be an active member of the MDT team, advising on access to services, identifying potential breach patients, and take appropriate action to avoid these.
- To ensure patient confidentiality is always maintained.
- During MDT meetings, to be able to operate video conferencing equipment to link up with other clinicians to facilitate a joint MDT meeting, as needed.
- Develop and optimise methods and techniques for delivery of healthcare service within the specific MDT teams and as part of the MDT co – coordinator group.
- To follow the patients from MDT to treatment.
- To identify potential breaches and escalate to the relevant member of the team.
- Assisting the team and Operational Manager in analysing breaches
- Act as a contact person for internal and external communication.

2. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- To agree a process with the Lead Clinician and members of the Multidisciplinary teams a method for completing a minimum data set for each patient discussed at the MDT.
- To be able to communicate effectively and promote effective communication and relationships across multidisciplinary groups.
- To contribute to the development of the MDT meetings and working.
- Work generally unsupervised in day-to-day tasks and duties to manage own workload and act independently.
- To maintain a flexible attitude to possible change in your job content and to undertake any other duties that may be appropriate to the post as directed by your line manager to maintain standards of service to patients.
- Identify weakness in office procedures, develop and implement new systems to rectify these.

- High level of concentration required when co-ordinating the MDT meeting to ensure the meeting runs smoothly and all data is recorded.
- Ability to change from one task to another due to frequent interruptions such as telephone and personal callers i.e., doctors or other staff.
- Frequent level of concentration required where work pattern is predictable.
- Liaise with your line manager regarding annual leave /sickness in accordance with the Trust policy and support the internal cover arrangements at such times to ensure the smooth running of the whole department. This may require providing cover for absences in the department.
- To promote values and principles underpinning the best practice.
- To work with the speciality team and the Service Improvement teams to ensure best care for patients.
- Regularly undertake surveys, audits, analysis, or research to support service development, e.g., audits of cancer data collected audits of data quality.
- Help with the introduction and changes to pro-formas used to ensure all patients are discussed, treated appropriately and outcomes are recorded and reviewed.
- To be involved in service improvement, by making appropriate recommendations for use of resources ensuring the organisation delivers quality service.

3. RESPONSIBILITY FOR LEADING AND MANAGING

- Setting out a work schedule for the junior members of staff that may support the MDT, and monitoring their progress on tasks they are required to undertake.
- Providing cover for colleagues who are on annual or sick leave whilst doing your own job
- Ensuring workloads are adequately covered and that all patients are uploaded onto the app.
- Setting up new and efficient ways of working within the department
- Supervision of locum/bank staff and new members of staff, including assistances with training.

4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- To ensure that adequate supplies of stationary are available at all times and prompt repairs are carried out to any damaged equipment.
- To maintain a safe office environment by reporting any hazard or repairs promptly to your manager.

5. RESPONSIBILITY FOR INFORMATION RESOURCES

- To attend multidisciplinary team meetings and develop procedures for the accurate documentation of patient's discussed and the treatment decision agreed at the MDT.
- Liaise with clinical and administrative staff across departments to develop MDT meeting lists.
- To keep a full list of all MDT members present at the meeting and monitor attendance.
- To follow up any action resulting from the multidisciplinary team as necessary, by liaising with the relevant personnel e.g. outpatients, appointments, theatre bookings.
- Analyse and collate information in response to queries responsible for maintaining and managing own database within requirements of the trust and national standards.
- Implement systems to ensure that the information necessary for effective team meetings is available
- Maintain a list of attendees and apologies, record outcomes, type up information and distribute.
- To collect and collate data for audits, Peer review and research purposes for use by internal and external bodies.
- Managing systems that inform GP's of patient's diagnosis, decision made at MDT, etc.
- Provide administrative support to your team to complete National audits as required.

6. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- All staff are required to be appraised by their line manager at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision knowledge and skills competency framework.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and

Positively welcoming Actively respectful Clearly communicating Visibly reassuring

will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,