**JOB DESCRIPTION**

1. **JOB DETAILS**

**Job Title: Asthma MDT Coordinator**

**Band: 4**

**Responsible To: Administrative Line Manager**

**Department/Directorate: Medicine Directorate**

1. **JOB PURPOSE**

The core purpose of the Asthma MDT Service Coordinator is to provide consistent patient-centred focus throughout the pathway of care, by providing one point of contact along the administration pathway for the Asthma Multidisciplinary Teams (MDT’s). This will ensure coordination of the patient journey, especially for the annual review of clinical progress, homecare, outreach and networked clinics and patients undergoing transition to adult care. The MDT Coordinator will be responsible for tracking the patient along their care pathway with the team.

The role will ensure that all relevant patients are discussed at MDT meetings with supporting clinical information. Also, accurate data collection and recording on the National Asthma Registry, to enable effective patient tracking and tariff banding.

The post holder will be responsible for the coordination and organisation of the multidisciplinary team meetings, and will attend these meetings obtaining and recording relevant information. They will collect, record and report Asthma service information as required in order to meet both national and local requirements.

The post holder will be responsible for the coordination of reports, investigations, radiology results and clinic appointments. They will be required to work closely and proactively with the clinical teams and work collaboratively within he Asthma team ensuring the consistent delivery of service.

1. **KEY WORKING RELATIONSHIPS**

* Asthma Clinical Nurse Specialists
* Asthma Consultants
* Asthma Physiotherapists, Dietician and Psychologists
* Asthma and Specialist Respiratory Pharmacist
* Medical Secretaries
* Wards onto which Asthma patients may be admitted
* National Asthma Registry Team
* Trust Medical Records Department
* Administrative Services Manager
* Members of the Asthma MDT
* Patients and their relatives
* GPs
* Divisional Management teams in Specialist Services and Medical Services Divisions

1. **ORGANISATIONAL CHART**

**Asthma Consultants and Nurses**

**Cluster Manager**

**Admin Services Manager**

**Admin Line Manager**

**Asthma MDT Coordinator**

1. **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**
   1. **MDT CO-ORDINATION**

To provide administration facilitation to the MDT meetings, including preparing, organising and circulation lists of patients for discussion, and ensuring the MDTs run as smoothly as possible to reach their full potential in discussing all Asthma patients. This includes the use of IT equipment as necessary, the location and retrieval of case notes and diagnostic information and ensuring facilities are booked.

To ensure MDT decisions relating to the individual patient’s management plan are accurately recorded on electronic systems as part of the MDT meeting and subsequently distributed to appropriate staff, including Networked Provider Trusts and GPS.

To accurately record attendance MDT meetings

To organise and minute operational and business components of MDT meetings.

To schedule pre-annual review investigations, outpatient and annual review appointments working with the Clinical Nurse Specialist(s) to ensure that tests, appointments and treatment are arranged as agreed at the weekly MDT meetings and as outcomes from NDDH and TST (Asthma CNS and secretarial liaison).

To coordinate homecare treatments (Home Care Provider, e.g. BUOA) in liaison with the team pharmacist and facilitate home visits by MDT members.

To facilitate clinical data entry onto the Asthma registry and update the patient list with deaths, new diagnosis and migrations. This will require attendance at appropriate National training and updates purpose.

To maintain an active database of Asthma patients and to support the service by ensuring all Annual Review data is entered in an accurate and timely manner.

* 1. **MONITORING OF CLINICAL ACTIVITY**

To proactively track patients to ensure their pathway through the system is smooth and efficient and achieves appropriate targets. This will include liaising with various departments to facilitate the timely booking of diagnostic tests and treatments.

To book all clinics for asthma patients, as requested by the team and in line with the Infection Control guidelines of the service. This will include appointments for Consultants, nurses dieticians, psychologists and physiotherapists.

To coordinate the attendance of patients to outpatient, inpatient & day case appointments in line with local team and Trust arrangements as instructed. This includes liaising with adjacent trusts where outpatient clinics are held.

Treatment episodes including inpatient stays, invasive procedures (Gastrostomies, TIVAD’s), IV antibiotic courses and high cost drug prescribing, detailed in national policies will be quantified and tracked.

To liaise regularly with the Asthma team members.

* 1. **CO-ORDINATION OF MDT REFERRALS**

To maintain good working relationships with colleagues in other Trusts who contribute to the care of Asthma patients.

To ensure that inter-departmental and inter-Trust referrals are actioned and closely monitored, and information fed back to referring teams or organisations as appropriate and within reasonable timescales.

To liaise closely with Medical Secretaries to ensure that referrals are appropriately tracked.

Where pathways of care cross MDT teams and/or specialties within the Trust, ensure correct referral processes are followed and are supported with accurate and timely documentation.

* 1. **COMMUNICATION**

To act as a central point for all telephone calls to the Asthma Service, fielding and responding to calls as appropriate. To accept message on behalf of members of the clinical team and taking appropriate action where necessary.

To deal with all day to day queries, administration and information requests with the department – initiating appropriate response in order to provide patients, staff and other parties with required information in a friendly and professional manner.

To communicate with patients and colleagues in a courteous, professional and timely manner at all times.

To support the MDT team with correspondence to patients as part of patient annual reviews, this may include sending asthma questionnaires to patients.

To manage email communication in a timely way and in line with RDUH’s email best practice guidance.

* 1. **PEER REVIEW & SERVICE DEVELOPMENT**

To work with members of the Asthma MDT to collate information as required to support Peer Review assessments. This may include attendance records, collating data and information.

To work with members of the Asthma MDT in the development of the patient pathway and continual improvement of the service for patients.

To contribute to the development and implementation of improvements in the efficiency an accuracy of MDT administrative processes.

To support and contribute to audit purposes (both national and local) as undertaken by the MDT.

To assist in the editing and distribution of quarterly patient newsletters.

To support the maintenance of the Asthma service website and to ensure the generic mailbox is monitored and actioned where appropriate.

To facilitate recording of clinical incidents and significant events.

To maintain a list of Asthma service audits and research activity.

**OTHER RESPONSIBILTIES**

To work with other members of the team to ensure the smooth running of MDT processes, working flexibly to provide cover and support during periods of annual leave or sickness as necessary.

To monitor use of supplies and ensure this is done efficiently and cost effectively in line with the needs of the service.

To maintain stock control, re-ordering supplies when necessary.

To participate in the orientation and induction of new staff.

In addition, you may be required to undertake such other duties commensurate with your grade, as may be reasonably required of you.

To inform your Line Manager of sickness and to negotiate annual leave requests with them.

To participate in regular performance appraisal, taking responsibility for pursuing your own development in accordance with an agreed personal development plan.

To undertake any training required in order to maintain competency including mandatory training e.g. Manual Handling, Fire Safety etc.

To contribute to and work within a safe working environment.

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check

**THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,

Inclusion & Collaboration

Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

### GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

**PERSON SPECIFICATION**

**POST:** MDT Coordinator

**BAND:** 4

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| **REQUIREMENTS** | **At Recruitment** | **At 2nd Gateway** |
| **QUALIFICATIONS/SPECIAL TRAINING:** |  |  |
| Minimum GCSE (or equivalent) grade A-C in English and Mathematics  RSA Stage III Typing or equivalent  Audio Typing qualification or equivalent  Medical Terminology qualification or equivalent experience  Word processing/Excel Skills  As Levels/ A Levels/ NVQ L3/ International Baccalaureate/ BTEC Qualification | **E**  **E**  **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E** |
| **KNOWLEDGE/SKILLS:** |  |  |
| Knowledge of Health Records Systems  Ability to use databases and email  Excellent organisational skills  Excellent computer skills  Ability to communicate with all grades of clinical staff across the range of specialities  Ability to prioritise workload to respond to changing demands  Ability to demonstrate analytical skills | **D**  **E**  **E**  **E**  **E**  **E**  **D** | **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **EXPERIENCE:** |  |  |
| Experience of working with healthcare professionals/ previous experience in the NHS  Knowledge of issues of working with confidential information and understanding of need of confidentiality  Experience of inputting accurate and timely data into computer systems  Experience of audit data collection | **E**  **E**  **E**  **D** | **E**  **E**  **E**  **E** |
| **PERSONAL ATTRIBUTES:** |  |  |
| Excellent communication and interpersonal skills  Enthusiastic and highly motivated  Ability to initiate and co-ordinate changes to working practices  Ability to work as a member of the team  Persistent approach to tasks  Meticulous approach to accuracy and detail  Good time management/ organisational skills  Ability to prioritise workload to deadlines  Ability to work on own initiatives | **E**  **E**  **D**  **E**  **E**  **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
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| **OTHER REQUIREMENTS:**  Flexible to changes within the department, and of the workload (i.e. to cover between MDTs when required)  Committed to ongoing professional development | **E**  **E** | **E**  **E** |

**\* E**ssential/**D**esirable

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| **HAZARDS:** | | | | | |
| Laboratory Specimens Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure Prone Invasive Procedures |  |
| Blood / Body Fluids |  | Dusty environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | x | Manual Handling | x |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation |  |