**Integrated Locality Team MDT Coordinator**

**Outline case**

The purpose of this role is to facilitate the personalised delivery of care for complex and long-term condition patients. With a focus on personalised care plans and a knowledge of local resources that can help the patient self-manage where possible.

**Outline Role of the MDT Co-ordinator**

* Ensure successful multidisciplinary working by planning, coordinating and facilitating MDT meetings, ensuring attendance and outcomes within each practice within an ILT, working with all partners relevant to the MDT, including practice administrators to support this.
* Provide administrative support before, during and after the meetings; including supporting the onward referral and communication across agencies, key to this is having the most up to date position regarding the patient from RIO and GP practice system.
* Support the development and sharing of care plans for patients with complex needs/ frailty or end of life care.
* Support data collection and audit of services, working closely with stakeholders across health, social care and the voluntary sector as appropriate to support review and improvements in delivery and outcomes.
* Key ways of working 100% MDT Coordinator meeting attendance
* Ensure a fair split of workload tasks
* To link with other services inside and outside of meetings (e.g. HARI, MERIT, CLCH etc). To support adequate preparation by all relevant members for meetings (as agreed by the groups standard operating procedures and Terms of Reference)
* Maintain a good relationship with the MDT and other potential representatives and contributors e.g. secondary care, mental health services.
* Appropriate access to key IT systems should be in place.

**Requirement**

* To meet the needs of the local population and to ensure the safe and high-quality care of complex patients, we recommend 4 wte Band 5 MDT Coordinators to cover Merton’s 4 clusters.
* Each of the posts would be expected to have responsibility for a specific Integrated Locality Team/ cluster and for specific MDT meetings, acknowledging that the size and needs of each cluster is varied. They will be expected to cover other areas for periods of leave and ensure that there is support during week day core working hours, liaising across practices to ensure MDT attendance from the co-ordinators and other key members of the MDT.

**ILT MDT Coordinator Job Description**

**Job Title:** MDT Co-ordinator – Integrated Locality Care Teams (ILTs)

**Localities:** Within Merton CCG

**Reports to:** Merton Health Ltd.

**Liaises with:** Social Services, Primary Care, Secondary Care, Community Services, Third Sector & Charity Organisations

**Band:** Band 5/6 depending on experience and breadth of role

**Available Posts:** 4 whole time equivalent posts available

Flexible / Part Time working considered

Approximately 1 whole time equivalent post in each quadrant of the London borough of Merton (North West, South West, North East, South East).

Each of the 4 localities may have slightly different requirements depending on local need.

**Job Summary**

The post holder is responsible for ensuring the successful multidisciplinary working of primary care and its partners. They will coordinate and facilitate MDT meetings within each practice within an ILT. They will provide administrative support before, during and after the meetings; including supporting the onward referral and development of care plans for patients with complex, long-term conditions or End of Life Care. The post holder will also support data collection and audit of services, working closely with the GP Federation, Clinical Lead and CEPN.

**Key Work Areas**

* Ensure successful multidisciplinary working by planning, coordinating, and facilitating MDT meetings, ensuring attendance and outcomes within each practice within an ILT, working with all partners relevant to the MDT, including practice administrators to support this.
* Provide administrative support before, during and after the meetings; including supporting the onward referral and communication across agencies, key to this is having the most up to date position regarding the patient from RIO and GP practice system.
* Support the development and sharing of care plans for patients with complex needs/ frailty or end of life care.
* Support data collection and audit of services, working closely with stakeholders across health, social care, and the voluntary sector as appropriate to support review and improvements in delivery and outcomes.
* Keep an up to date list of members and their contact details and update the group on any changes (this should include practice administrator for MDTs).
* Keep a list of routes of escalation for each member of the MDT (if problems in attendance or not adhering to role outlined below).
* Arranging different regular slots for MDTs that would enable each practice to be supported with no clashes.
* Support the co-ordination of input into the MDT from other more specialist roles (e.g. diabetes nurse, mental health team).

**MDT meetings**

1. To be responsible for coordinating the MDT meetings within the ILTs in Merton and providing administrative support.

2. To be responsible for establishing a timetable of meetings in conjunction with the lead clinician for the MDT, ensuring that an appropriate venue and attendee list is arranged.

3. To compile and distribute the patient listings in conjunction with the MDT members, ensuring all the required information is provided including feedback.

4. Ensure all relevant information required for the MDT meetings is accessible in advance of the meeting. It is the responsibility of the MDT coordinator to escalate to the clinical lead and GP Federation if other departments are unable to support this requirement

5. To attend all MDT meetings within the scope of the role and ensure records are kept (e.g. attendance records, MDT Proformas). These may start at 8am or finish after 5pm and hence flexibility in working hours is required.

6. To collate the decision making, diagnosis and the outcome of each patient discussed at the meeting, in such a way as to record decisions and facilitate next steps (including onward referral).

7. To ensure that any equipment is set up – TV monitors and Video Conferencing. Trouble shooting any minor problems and be aware how to report major/technical problems.

8. To troubleshoot problems when coordinating the MDT meetings.

9. Is accessible through a dedicated direct dial telephone number; an NHS email address, and fax (as required) by patients, carers and other healthcare professionals;

10. Ensuring patients on the caseload are made aware of their health and social care coordinator including how to contact them through a dedicated phone number.

**Data Collection**

1. The MDT coordinator is responsible in working in partnership with the MDT meeting members for the accurate recording of supplementary data.

2. The MDT coordinator will also work with the clinical lead / GP Federation in collecting data on patient trends, training needs and pathway issues.

**General**

1. To demonstrate a commitment to the delivery of a high-quality service to all relevant individuals/departments.

2. To assist in all aspects of the management, administration and preparation for peer review visits as required.

3. To contribute to the development of local policies and procedures.

4. To ensure the work of colleagues is adequately covered during periods of absence by liaising directly with colleagues in the first instance (annual leave, sickness absence etc.), including producing and maintaining high quality written cover notes/procedures. This may involve working across more than one ILT at times.

5. To assist in providing training for new members of staff.

6. To be point of contract for nursing homes, London Ambulance Service (LAS) etc.

7. To participate in the development and implementation of the patients’ care plan and to ensure appropriate review of the care plan is undertaken regularly by the multi-disciplinary team

8. To work co-operatively and form strong links with a range of colleagues across multiple organisations and at various levels of seniority, including working with multi-disciplinary teams that include community nurses and therapist, GPs, acute care colleagues, social care, home agencies and so on.

**Development**

1. Identify own training and development needs and undertake appropriate training/education as required.

2. Participate in an annual individual performance review process where objectives will be agreed, performance monitored, and personal development needs discussed.

3. To attend all statutory and mandatory training as and when required to do so.

4. Act responsibly in respect of colleague’s health, safety and welfare following safe work practices and complying with the Trust’s Health and Safety Policies.

5. Adhere to all Policies as applicable.

*This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.*

**Person Specification**

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| ILT MDT Coordinator | Essential Requirements | Desirable Requirements | Assessment Method |
| Qualifications | Educated to degree level or relevant qualification or comparable experience |  | Application |
| Experiences | Experience in an office environment  Previous experience in a health care setting  Knowledge of priorities for health and social care services including for example, re-ablement and safeguarding | Experience of working as an MDT Coordinator |  |
| Skills | Excellent verbal and written communication skills  High level of interpersonal skills, confident, articulate, and diplomatic when conflict arises  High level of accuracy and attention to detail  Able to use own initiative and to work unsupervised within set boundaries  Use problem solving skills as required  Team player  Ability to learn new skills and knowledge and ability to teach others  Ability to recognise and manage risk  Proactive self-starter | Audit | Application and Interview |
| Knowledge | Use of Microsoft Windows-Word and Excel  Use email systems  Experience of using database systems and confidence in using IT systems  Previous experience of healthcare or medical terminology | Experience of using EMIS, Sollis, Rio, SS databases, CMC, and Vision  Understanding of Primary Care and NHS structures | Application  Interview |
| Other | Conscientious, self-motivated to produce good quality work  Ability to maintain effectiveness and remain calm when under pressure, to cope with unexpected demands |  | Application |