

Job Description



North Midlands and Cheshire Pathology Service

Employing Organisation for NMCPs:	UHNH NHS Trust
Division:	Children's, Women's and Diagnostics Division
Job Title:	Pathology MDT Co-ordinator
Band:	3
Hours of Duty	37.5
Work Location:	RSUH Pathology Directorate/Histology Office
Managerially accountable to:	Pathology Service Manager and Professional Head
Professionally accountable to:	MDT Team Leader/Histology Office Team Leader/ Operational Services Manager/Histology Lead BMS
Key Relationships:	Directorate Management Team Administration and Clerical Staff Histopathology Consultants Biomedical Scientists

Role Summary

The post holder is required to prepare materials for Multi-Disciplinary Team (MDT) meetings and provide clerical support to the Histology secretariat. This will involve liaising with other departments, accessing and maintaining records, and the retrieval of slides and reports from departmental filing systems. The post holder will alert the consultants of any outstanding work, drawing cases to their attention ensuring slides are available to facilitate review at MDT meetings in a timely manner. The post holder would be expected to file reports, blocks and slides, maintain existing filing systems and participate in the scanning of records and request cards. The post holder will be expected to request, pack and dispatch blocks and slides to and from external agencies. The post holder will be expected to collate and prepare Histology reports for posting.

Key Areas/Tasks

- The post holder will be required to communicate sensitive, confidential information to key stakeholders such as Pathologists or Clinical teams across all partner Trusts.
- The post holder will be expected to contribute to effective communication and working relationships across the NMCPs network and within the Directorate and Division.
- The post holder is responsible for managing telephone and other communications with sensitivity and confidentiality using personal judgement to assess the priority and to action accordingly.

- The post holder will refer to technical and/or clinical staff as necessary.
- The post holder will require knowledge of a range of clerical procedures and knowledge of Microsoft office programmes.
- The post holder should have a minimum of 12 months administration or clerical experience.
- Knowledge of medical terminology.
- Knowledge of the NHS Histology cancer targets and TAT's.
- Experience of manual and electronic filing systems.
- The post holder during the course of their duties will be required to use all forms of office equipment, printers, scanners, photocopiers etc.
- The post holder will use initiative, and exercise tact and diplomacy when dealing with telephone and email enquiries.
- The post holder will be required to track and locate Histology Slides.
- The post holder will be required to check patient details for accuracy and/or duplication.
- The post holder will be expected to exercise judgement when dealing with staff, external contacts and clients.
- The post holder will be expected to organise and prioritise their own work load to ensure that all material is available for Multi-Disciplinary Team (MDT) meetings.
- The post holder would be expected to use initiative and accuracy when collating and filing reports and slides.
- The post holder will assist in the preparation and organisation of accreditation inspection visits.
- The post holder will support with the collection of data and slides for the Histopathologists to enable them to complete the reporting for Multi-Disciplinary Team (MDT) meetings.
- The post holder will be required to have keyboard skills.
- The post holder must have experience of using Microsoft Office Suite
- Word processing and data inputting at a VDU screen is a major job function.
- The post holder will be expected to undertake filing of slides and paperwork.
- The post holder will be responsible for sorting and distributing incoming and outgoing information in a timely and responsible manner adhering to departmental standard operating procedures.
- The post holder will be required to follow standard Department, Directorate and Trust operational policies and procedures, and may comment on proposals and implement clerical policies within their area of work.
- A responsibility for the maintenance of departmental and stationary stock does exist.
- Anyone within this post will be required to demonstrate duties to new or less experienced staff.
- The post holder will undertake the role to enquire and manage the completion of the MDT lists and outstanding reports, liaising with consultants to enable them to prioritise workload and facilitate case review in a timely manner.
- To maintain good communication, working relationships and maintain a team working philosophy.
- To ensure own work is of a high standard.
- The post holder will be required to process and store information using manual and computer-based systems.
- The post holder will be required to carry out copy typing and word processing.
- The post holder will be expected to use the EPR system for enquiries and check transmission of pathology reports.
- The post holder would be expected to use the Laboratory Information Management System (LIMS) to access and retrieve histology reports, booking cases in and out of the Histology office and to enter relevant codes relating to MDT meetings.
- The post holder will interrogate the Pathology LIMS to ensure that all patient reports that are outstanding on the on the MDT lists are escalated and dealt with accordingly.

- It would be a requirement to take part in audits necessary to own role.
- The post holder may be asked to retrieve information for inclusion in clinical trials.
- The post holder is required to use initiative and manage own workload and will be supervised locally.
- Word processing and inputting at a VDU screen is part of the role.
- There is a requirement to lift boxes.
- There is a requirement to retrieve records from confined spaces occasionally working at heights.
- Slide filing is part of the job function.
- Concentration would be required when accessing reports.
- The post holder's work will be of a predictable pattern.
- Exposure to emotional and distressing circumstances exists and would be limited to accessing reports of a distressing nature.
- The post holder will be required to use a computer for part of the day.
- There will be occasional exposure to specimens in the histology laboratory.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them

Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is

Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Health and Safety

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Confidentiality

To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

Equality and Diversity

To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring that they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality

GDPR replaces the EU Data Protection Directive of 1995 and supersedes the law of member states that were developed in compliance with the Data Protection Directive 95/45/EC. Its purpose is to protect the "right and freedom" of natural persons (i.e. living individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent.

Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to confidential patient information but is far wider in its scope, e.g. it also covers personal records.

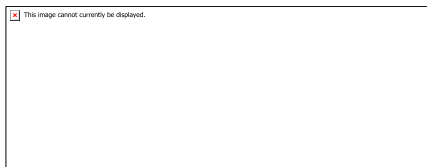
While GDPR applies to both patient and employee information, the Confidentiality Code of Practice (COP) applies only to patient information. The COP incorporates the requirements of GDPR and other relevant legislations together with the recommendations of the Caldicott report and medical ethics considerations, in some cases extending statutory requirements and provides detailed specific guidance.

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhnm.nhs.uk

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the UHNM Trust's intranet, or alternatively copies can be obtained from UHNM's Human Resources Directorate

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Working in Partnership

Person Specification



North Midlands and Cheshire Pathology Service

MDT Co-ordinatory

Requirements	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> 2 GCSE's at grade C or above or equivalent in Maths and English OCR or equivalent in working with Excel, Word and Outlook (or equivalent software). 	<ul style="list-style-type: none"> NVQ II in Business administration or Customer Care
Experience	<ul style="list-style-type: none"> Experience of Microsoft Office including Outlook Familiarity with computer operation Experience of computerised/manual filing systems Experience in clinical administrative support. Familiarity with medical terminology. 	<ul style="list-style-type: none"> 12 months administration and clerical experience Experience of Electronic Patient systems Experience in Pathology Laboratory Information System
Skills, ability and knowledge	<ul style="list-style-type: none"> Ability to maintain absolute confidentiality at all times Ability to organise and prioritise workload effectively to meet tight deadlines Ability to ensure that tasks are seen through to completion Ability to solve problems on own initiative with minimum supervision Demonstrable customer care skills including professional telephone manner Ability to communicate effectively at all levels Ability to follow and carry out instructions accurately and promptly Ability to adhere to policies and procedures Must be able to work as part of a team and assist in cover the work of other team members as appropriate Meticulous in numerical filing Ability to identify own strengths and 	<ul style="list-style-type: none"> Knowledge of the NHS

	weaknesses and take responsibility for own development needs.	
Personal Qualities	<ul style="list-style-type: none"> • Methodical and approach to work • Ability to organise oneself • Ability to seek advice when appropriate • Flexible approach to service needs • Excellent attendance record • Reliable • Ability to establish rapport and credibility with individuals of all disciplines and at all levels both internal and external to the Trust • Well-developed interpersonal skills 	

Working in Partnership