

Candidate Pack

For

Job Title



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Our
values



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICS's, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies we have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.





Additional Information

Location

Situated in North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity

- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- An equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in a various locations around Enfield including:

St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB
 Lucas House, 305-309 Fore Street, Edmonton, N9 0PD
 Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD
 Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL
 Eagle House Surgery, 291 High Street, Enfield, EN3 4DN
 Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ
 Bowes Road Clinic, 269 Bowes road, Enfield, N11 1BD
 George Marsha Centre, St Ann's Hospital Site
 Bay Tree House, Enfield

For more information about the services available at these locations click [here](#)

Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> We are compassionate and take time out to check on colleagues and patients We are understanding and recognise each other as individuals We are committed to improving our community for colleagues, patients and carers 	<ul style="list-style-type: none"> Showing empathy Being curious Showing humility Listening to others

We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> We respect and understand each other's differences and backgrounds We are consistent with providing realistic, clear expectations and constructive feedback We are always looking for opportunities to develop all our staff and our services 	<ul style="list-style-type: none"> Being consistent Listening to others Supporting each other

We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge We actively look for new ways of working and explore new partnerships across teams, divisions and organisations 	<ul style="list-style-type: none"> Speaking up Being curious Learning from mistakes

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

Our
values



Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

Job Description

Position: Cancer Performance MDT Coordinator

Salary/Band: Band 3

Location: North Middlesex University Hospital

Hours: 1WTE

Responsible to: The Head of Cancer

Accountable to: The head of Cancer

Job Summary

To facilitate the development, management and administration of the weekly NMUH cancer multidisciplinary team meetings. It is a national cancer standard that all new cases are discussed at a weekly multidisciplinary team meeting to agree a management plan. To work closely with the cancer services managers and key cancer stakeholders of each MDT (cancer site lead consultant, surgeon, histopathologist, radiologist, cancer nurse specialist, physicians, oncologist, medical secretaries, admissions, medical records, X-ray library) to facilitate and administer the weekly cancer MDT meetings.

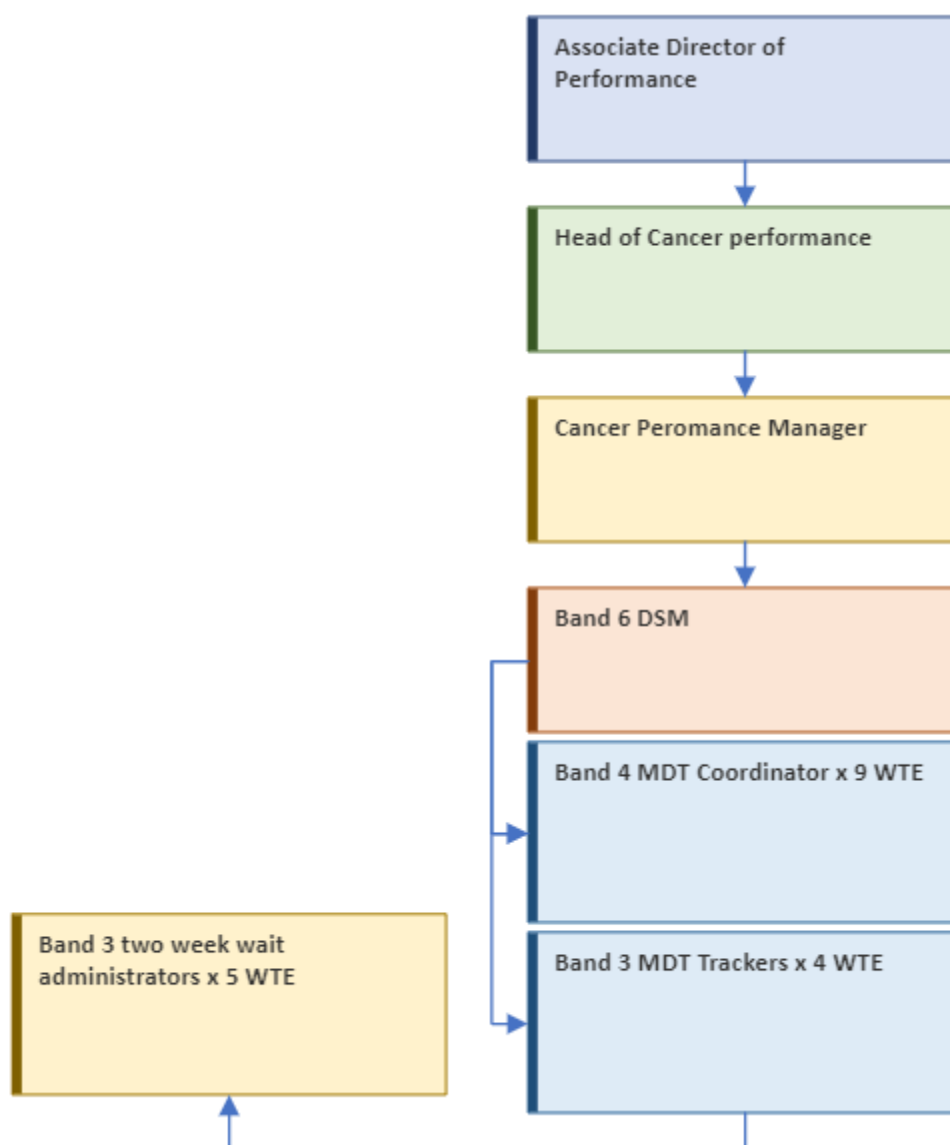
- To liaise and communicate effectively with named MDT coordinators in other Trusts to ensure the efficient transfer of patients between organisations to maintain shared responsibility for national cancer targets and to facilitate discussion at the weekly cancer site specific network meetings for specialist discussion.
- To ensure that the data for the NHS National Waiting Times Standards for the 14-, 31- and 62-day targets is collected, monitored and performance managed prospectively for reporting on a weekly basis; liaising with MDT membership and the cancer managers to ensure compliance with the targets. The cancer targets are in line with national and Trust corporate objectives.
- To maintain and improve accurate data collection across each cancer patient pathway, developing processes for the collection of national cancer datasets for each cancer specialty using the Somerset Cancer Register.
- To assist in the production of weekly reports for submission to the Department of Health, NHS England, Clinical Commissioning Groups, Specialist Commissioning and NMUH Clinical teams as required.
- To collect data required for national audits in specific tumour sites.

Duties and Responsibilities:

1. To assist the MDTC in preparation of MDT lists of patients for discussion at each cancer weekly multidisciplinary meetings (MDT), requiring communication with cancer services managers, medical secretaries, cancer site lead consultant, surgeons, histopathologists, radiologists, cancer nurse specialists, physicians, oncologists, medical secretaries, surgical admissions, medical records, and the x-ray library to collate the relevant information for discussion as per MDT operational policy.
2. To ensure the NHS cancer waiting times data for the 14, 31 and 62 day targets is collected, monitored and performance managed prospectively for reporting on a weekly basis. Liaising with MDT membership and the cancer managers to ensure compliance with the targets.
3. To identify potential cancer waiting times breaches with the cancer manager and clinical teams and effect change to ensure compliance with the targets and appropriate escalation of potential breaches.
4. To work with the NMUH cancer services managers, clinical teams, and regional and national colleagues to collect the relevant national and locally required data and to ensure the data output of the cancer register is in line with Trust and team requirements.
5. To facilitate and assist the weekly assurance meeting PTL and be responsible for the efficient and timely collection of accurate data, including the cancer waiting times information onto the Somerset Cancer Register. Ensure the right people, medical notes, pathology, and imaging are in the right place at the right time.
6. To accurately and prospectively record in the Somerset Cancer Register all outcomes at the time of MDT, using a networked computer to project the cancer register enabling the MDT members to view the data on each patient and the recorded outcome to check accuracy.
7. In the absence of MDTC, to ensure the outcomes recommended by the team are distributed to all core members in an agreed time after the meeting as per the operational policy by email and delivering individual patient proformas to each consultant for review and insertion into medical notes/ onto electronic record keeping systems
8. Proactively track all MDT management decisions so that each patient is actively managed. Ensure all in and outpatient appointments, diagnostic tests and treatments are managed and coordinated to ensure patients are seen within appropriate timescales.
9. To liaise and communicate effectively with named MDT coordinators in other trusts to ensure the efficient transfer of patients between organisations to maintain shared responsibility for national cancer targets and to facilitate discussion at the weekly cancer site specific network meetings for specialist discussion. This includes the timely completion and sending of inter-provider transfer forms and all relevant clinical information to the receiving Trusts.

10. To locate missing data and ensure accuracy of the Somerset Cancer Register through liaison with key internal and external clinical colleagues.
11. To promote the understanding of cancer waiting time definitions by assisting the cancer services managers in training sessions.
12. To assist the cancer services managers, MDT core members and NMUH performance team with data and information as required for both national and local needs for performance monitoring, audit, and clinical governance.
13. To regularly attend NMUH cancer management meetings, Cancer Alliance and Somerset Cancer Register educational/training events and national cancer conferences as directed by the cancer services managers. To share learning outcomes of these meetings/events.
19. Develop specialist knowledge of relevant cancer site.
20. Assist with the induction and training of new staff as directed by the cancer services managers.
22. To carry out any other duties as required by the post as directed by the cancer services managers.
23. To ensure efficient and complete information at and for MDT meetings including the completion of proformas.

Organisation Chart



TRUST POLICIES

Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

Smoking Policy

The Trust provides a smoke free work environment.

Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

PERSON SPECIFICATION

Post: Cancer Performance Tracker

Department: Cancer Performance Team

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<ul style="list-style-type: none"> Educated to first degree or two years equivalent experience with NHS and cancer performance team. Good typing skills Ability to proactively identify own training needs and identify training opportunities 	<ul style="list-style-type: none"> Educated to first level degree or two years equivalent experience with NHS. 	Application / Interview
Skills and abilities	<ul style="list-style-type: none"> Understanding of the National Guidelines and cancer standards targets Working experience as cancer MDT co-ordinator Excellent IT skills – email, internet, Microsoft Office and databases Excellent analytical, numerical and presentation skills Excellent skills working with CareFlow ,Somerset cancer specialist software, ERS Able to express information in a clear concise and understandable way both verbally and written. Management of complex clinical information Understandings of data protection and apply this knowledge when working across organisations within the cancer network. Knowledge of hospital patient administration systems, pathology, imaging and other clinical databases Contribute to promoting the effectiveness of teams and best practice. Excellent organisational skills to coordinate weekly 		Application / Interview

	<p>meetings.</p> <ul style="list-style-type: none"> Well organised, methodical with a high attention to detail producing efficient, complete and high-quality information to the MDT. 		
Experience	<ul style="list-style-type: none"> Excellent knowledge of computerised databases and Microsoft office. Understanding of the NHS Cancer Strategy, cancer waiting time targets Previous experience working within cancer services, working with Somerset Cancer specialist software or Inflex applications Willingness to undertake further study to develop skills and knowledge to maintain a quality service. Able to work as part of a Team Understanding of need for confidentiality Clear knowledge and understanding of the function of multidisciplinary team working practices to help teams work collaboratively Experience of working in an office environment Experience/knowledge of issues of working with confidential information. Experience of inputting accurate and timely data into computer Minimum 2 years experience within working with computer databases 		Application / Interview

Personal qualities	<ul style="list-style-type: none"> • Values and respects others, treats everyone as an individual, is non-judgemental • Motivated to be genuinely kind and caring Helps and co-operates with colleagues Pro-active and takes responsibility Willing to learn, open to change • Takes pride in themselves, their appearance, their role and where they work 		Application / Interview
Values	Demonstrable ability to meet Trust values		Interview/ assessment
Other requirements			