

MDT ADMINISTRATIVE ASSISTANT

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.

- This role is part of the Cancer Services Team, helping to support patients through their cancer treatment journey.
- You will track patient progress and make sure they receive care within national time targets.
- You'll work closely with other teams and use computer systems to keep patient records up to date.
- You'll help prepare notes for meetings and make sure important information is shared clearly.
- You'll manage your own daily tasks and help keep the department running smoothly.
- You may also speak with staff from other hospitals and sometimes with members of the public.

Job Description

Job title:	MDT Administrative Assistant
Grade:	3
Site:	The Royal Shrewsbury Hospital
Accountable to:	Cancer Performance Manager
DBS required:	No

Main Duties

- Efficiently and effectively track the progress of patients on cancer pathways to ensure there is effective co-operation between departments and directorates across the whole cancer pathway of those involved in the delivery of cancer services across both hospital sites.
- To actively seek to ensure that all patients are treated within national targets set for cancer patients. • Where these targets are not likely to be met; to proactively take steps to ensure that patients treatment schedules are brought back within target.
- To understand the pathway of each individual patient; monitoring their progress and ensuring timely intervention is achieved.
- To assist Cancer Pathway Co-ordinators (CPC) when required with the preparation of notes for MDT meetings (assistance will be provided to CPC's when MDTs have large numbers of patients to be discussed).
- The post holder would be expected to use the Trust's Patient Administration System (PAS) SEMA, ERS and Somerset Cancer Register (SCR).
- To be responsible for recording all "non cancer" histology results on patient records held within SCR.

- To be responsible for checking deceased patients on SCR and updating their status.
- When patients have a confirmed “non cancer” diagnosis, transfer details of diagnosis from clinical correspondence to SCR and close patient record accordingly.
- To use knowledge and experience to meet the needs of the team by completing non-routine tasks on a daily basis using own initiative.
- The post-holder will be expected to use Outlook to diarise regular work requirements / duties.
- Whilst the post-holder’s work will be supervised, there is an expectation that he / she will be able to manage and organise own time and workload efficiently to enable them to work unsupervised on a daily basis and adhere to deadlines set by managers to enable the smooth running of the department.
- The post-holder will be expected to comment upon and adhere to policies that effect his / her range of duties.
- To carry out general office duties, including the answering of telephone queries and taking appropriate action as required.
- To undertake any other duties commensurate with the grade and responsibilities of the post.
- To use knowledge and experience to meet the needs of the team by completing non-routine tasks on a daily basis using own initiative.
- The post-holder will be expected to ensure high-quality data input at all times to assist with audits run using the Somerset Cancer Register.

Communication and Relationships

Key contacts for the post include but are not limited to; cancer performance manager / assistant cancer performance manager, lead cancer nurse / lead clinician, cancer pathway (MDT) co-ordinators, cancer performance analyst, centre and operational managers, multi-disciplinary teams, medical secretaries, booking and scheduling teams, cancer service improvement facilitator, other hospitals and occasionally members of the public.

- To represent Cancer Services at meetings, working with a range of internal stakeholders
- To communicate a range of routine information in a range of formats including formal and informal meetings, written formats, electronic communication etc.
- To be experienced with a range of communication methods including telephone, fax, email and scanner.
- To receive, filter, monitor and action incoming communications of all types, take accurate messages, action or pass on issues as appropriate and deal with telephone enquiries in a professional and diplomatic manner

Environment

- The post holder will be aware of physical effort with regard to sitting for long periods to carry out work on a computer.
- Some exposure to interruptions within a busy office environment

- Be aware of the prolonged exposure to Visual Display Units (VDU's) and the associated Health & Safety risks
- To travel & work across both main sites of the Trust where necessary

Physical, Mental and Emotional Demands of the Post

- Coping with frequent interruptions during periods of concentration
- Occasional exposure to distressing situations given the patient group this post holder will be linked to

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Core knowledge of Microsoft Office packages e.g. PowerPoint, Word, Excel and other IT skills acquired through training and practical experience • 4 GCSE (C and above) or equivalent including English Language • RSA Stage 3 typewriting, word processing (or equivalent) 	<ul style="list-style-type: none"> • ECDL • NVQ 3 in Business Administration
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of IT applications particularly Microsoft Word and internet • Experience of minute taking • Previous administration experience 	<ul style="list-style-type: none"> • Knowledge and experience of computer systems used at SaTH including SCR, SEMA, CDS7, PACS • Experience of working in Cancer Services
Skills	<ul style="list-style-type: none"> • Accuracy / attention to detail • Good written and verbal communication skills • High standard of grammar and spelling • Able to prioritise • Well organised • Good time management • Reliable • Patient focused • Calm and confident 	

	<ul style="list-style-type: none"> • Able to use own judgment • Able to concentrate for long periods • Able to communicate sensitively and tactfully • Ability to follow instruction • Ability to work to deadlines 	
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General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of

Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the

discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

