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MDT Co-ordinator and Administrator | Manchester University NHS Foundation Trust

Posting date: 03 June 2024

Salary: Not specified

Additional salary information: £25,147 - £27,596 per annum

Hours: Part time

Closing date: 03 July 2024

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Location:	Manchester, M13 9WL
Company:	Manchester University NHS Foundation Trust
Job type:	Permanent
Job reference:	6324037/349-MCH-6324037

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Summary

The Suspected Inflicted Head Injury Service (SIHIS) is being piloted at Royal Manchester Children's Hospital. It aims to trial a new approach for the hospital providing information to the Family Court where there is a Child Protection Order owing to suspected inflicted head injuries. As part of the service, a range of highly expert consultants from a range of specialties undertake assessments of children, discuss findings with one another, and write a formal report for the Family Court. There are multiple other NHS Trusts in England undertaking the same pilot. Therefore collaboration across internal teams, other hospitals and with the Judiciary is key to the success of this service. The core of the service is the multi-disciplinary team, and regular opportunities for discussion between expert clinicians.

We are excited to offer the post of MDT Co-ordinator and Administrator to support this pilot. The post is fixed term until 31 March 2025 when the pilot, and associated funding, concludes.

The post holder will be responsible for their workload and will be able to work without direct supervision and be an integral member of the MDT

The post holder will be required to:

- Have excellent communication and interpersonal skills as they will need to liaise with staff at all levels associated with multi-disciplinary team working.
- Work well as part of a larger team as well as have the ability to work autonomously, be able to multi-

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task and be flexible in their approach.

- Facilitate the MDT to hold discussions, including scheduling meetings at short notice
- Collect data and health records from a large range of sources, including externally
- Provide medical secretarial support including supporting clinicians to draft reports
- Record data ensuring it is captured on the appropriate database, and ensure progress of the MDT on each case is tracked and reported for quality, productivity and financial purposes
- Demonstrate attention to detail and exceptional organisational skills. Be able to manage changing priorities in a calm and professional manner to ensure the smooth running and efficient service
- Have a good working knowledge of Microsoft Office and Teams software
- Have previous knowledge of working in a relevant hospital-based role and have an understanding of clinical pathways and medical terminology

MFT is one of the largest NHS Trust In England with a turnover of £2.6bn & is on a different scale than most other NHS Trusts. We're creating an exceptional integrated health & social care system for the 1 million patients who rely on our services every year.

Bringing together 10 hospitals & community services from across Manchester, Trafford & beyond, we champion collaborative working & transformation, encouraging our 28,000 workforce to pursue their most ambitious goals. We set standards that other Trusts seek to emulate so you'll benefit from a scale of opportunity that is nothing short of extraordinary.

We've also created a digitally enabled organisation to improve clinical quality, patient & staff experience, operational effectiveness & driving research, and innovation through the introduction of Hive; our Electronic Patient Record system which launched in September 2022.

We're proud to be a major academic Research Centre & Education provider, providing you with a robust infrastructure to encourage and facilitate high-quality research programmes. What's more,

we're excited to be embarking on our Green Plan which sets out how MFT continues to play its part in making healthcare more sustainable.

At MFT, we create and foster a culture of inclusion and belonging, provide equal opportunities for career development that are fair, open, and transparent, protecting your health and wellbeing and shaping the future of our organisation together.

To find out more about the key responsibilities and the specific skills and experience you'll need, take a look at the Job Description & Person Specification attachments under the 'Supporting Documents' heading. So that you're even more equipped to make an informed decision to apply to us, you'll need to take time to read the 'Candidate Essentials Guide' that sits with the Job Description and Person Specification. This document provides you with details about the Trust, our benefits and outlines how 'we care for you as you care for others'. Most importantly, it also contains critical information you'll need to be aware of before you submit an application form.

This advert closes on Monday 17 Jun 2024

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