

## Position Description

<b>Position title</b>	Paediatric Oncology Statewide Multidisciplinary Meeting Coordinator
<b>Department / Division</b>	Children's Cancer Centre/Division of Medicine
<b>Classification</b>	Grade 3 Year 1 to Grade 3 year 5 (AO31 – AO35)
<b>Position reports to</b>	Operations Manager, Children's Cancer Centre
<b>No. of direct &amp; indirect reports</b>	n/a
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

<p><b>The Royal Children's Hospital</b></p> <p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>
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<p><b>ROLE CONTEXT</b></p> <p>The treatment of paediatric cancer is complex and requires the collaboration of multiple clinicians from a variety of disciplines to ensure optimal care. Multidisciplinary meetings (MDM) provide an integrated team approach to health care in which medical and allied health professionals consider all relevant treatment options and develop collaboratively an individual treatment plan for each patient. Given the complexity and rarity of paediatric cancer a collaborative approach for diagnosis, treatment planning and monitoring is crucial. The treatment centres are committed to centralised MDMs, where every child or adolescent in Victoria is discussed at a combined meeting, with the appropriate multidisciplinary expertise in the room.</p>
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The Children's Cancer Centres at the RCH and Monash Children's Hospital are the primary diagnostic and treatment centres for children and adolescents with cancer in Victoria, Peter MacCallum Cancer Centre is the statewide paediatric radiation therapy service and regional shared care centres provide some low-complexity care to regional patients. In addition, from time to time interstate and international patients receive treatment in Victoria.

#### ROLE PURPOSE

The Paediatric Oncology Statewide MDM Coordinator is responsible for the effective and efficient management of the weekly statewide Oncology MDMs (Solids, Liquids & CNS) in addition to the coordination of a monthly Musculoskeletal Treatment Planning meeting. The role is responsible for ensuring the quality of the MDMs including achieving the Victorian State-wide MDM Framework.

#### KEY ACCOUNTABILITIES

##### Customer Service

- Provide a high level of customer service to stakeholders
- Maintain internal and external communications in line with Departmental and organisational changes
- Work in collaboration with multidisciplinary teams including local, regional and interstate members
- Provide advice, guidance and support to the meeting Chairs, participants and support staff to ensure adherence with policy and procedures and relevant legislation; specifically the Victorian cancer multidisciplinary team meeting quality framework
- Liaise with the Paediatric Integrated Cancer Service (PICS) Service Improvement team in relevant MDM projects

##### Administration

- Act as the primary point of contact for all internal and external referrals to the MDM
- Ensure patient consent is obtained prior to MDM discussion
- Coordinate MDM administration workflow to ensure optimal outcomes within prescribed timelines
- Collate referrals, prepare agenda and ensure all necessary investigation results, pathology slides and radiology, patient records are available for the meeting, scanned and loaded to computer
- Be responsible for the logistics, technical set up and management of the MDMs
- Contact external paediatricians, relevant GPs or other specialists who may have a specific interest in being part of the case discussion, and coordinate the agenda/timing to suit
- Attend all MDMs, support the Chair, and ensure MDM notes are completed in the electronic medical record and distributed to relevant health services/clinicians in a timely manner
- Ensure MDM notes are completed and co-signed in accordance with the process for Medicare Billing
- Liaise with the Office Coordinator of the Children's Cancer Centre, RCH to ensure all Medicare billing is undertaken for Royal Children's Hospital, Monash Children's Hospital, Royal Hobart Hospital and Peter MacCallum employees.
- Provide backfill for the billing processes in the absence of the Office Coordinator, CCC RCH, including maintaining up to date knowledge of IT systems, policies and processes related to Medicare Billing.
- Maintain the Attendance and Participant dataset, adding details following each meeting, in accordance with the process and requirements for Medicare Billing

##### General

- Actively participate and contribute to continuous improvement and continuing education opportunities
- Demonstrate active team member participation to ensure ongoing excellence in service delivery and teamwork

- Other duties as directed consistent with the employee's skill level and classification
- Provide technical support in the use of video conferencing technology used to conduct the MDM meetings e.g. Zoom
- Orientate new staff to the MDMs as required, ensuring staff are aware of their responsibilities in MDM documentation and participation
- Orientate the Office Manager, CCC RCH in the MDM processes to ensure backfill support in the absence of the MDM Coordinator

#### Quality

- Provide expert guidance to MDM Chairs and MDT members in the conduction of MDM meetings to ensure compliance with MDM Quality Framework and quality standards
- Lead the ongoing development, review and maintenance of administrative processes and improved communication mechanisms
- Compile data and provide reports on key performance indicators to key stakeholders

### QUALIFICATIONS AND EXPERIENCE

#### Essential:

- Technical/administration training with several years' of relevant industry experience
- Demonstrated experience in organising and maintaining clinical meetings

#### Desirable:

- An understanding of the healthcare sector, specifically Oncology services and Multidisciplinary Meetings
- Tertiary qualifications in a related field

### KEY SELECTION CRITERIA

- Strong customer service with the demonstrated ability to build and maintain key working relationships across organisations and ensuring a high level of service to the team
- Demonstrated ability to work independently and within a multidisciplinary team
- Excellent organisational and planning skills
- Excellent verbal communication and interpersonal skills with the ability to interact with a variety of stakeholders
- Highly developed attention to detail
- Ability to handle confidential and sensitive information with discretion
- Ability to work with initiative and autonomy
- Demonstrated ability to respond flexibly to client needs with the ability to develop practical solutions to problems and provide advice in area of expertise;
- Ability to work flexibly to ensure coordination is provided for all MDM meetings

### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties

- Employees are required to maintain compliance with RCHs “Staff Immunisation - Prevention of Vaccine Preventable Diseases” procedure.

### IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children’s Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other’s company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren’t right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don’t hold back – I’m all in

### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation’s commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

October 2024