JOB DESCRIPTION

Job title: Oncology Coordinator
Fitzpatrick Referrals Oncology and Soft Tissue Hospital
Reporting to: Clinical Director

SUMMARY OF ROLE

You will be the clinical liaison to the oncology patients’ families and the referring Primary Care Veterinary (PCV) practice, working with the multi-disciplinary team to enhance the care and services provided.

You will be an experienced, enthusiastic, self-motivated individual with clinical experience who will support the multi-disciplinary clinical teams, co-ordinating the shared care programme between FROST and the patient’s PCV.

The post holder will help guide the families and PCV staff through the diagnosis and treatment process by educating them about treatment options, co-ordinating patient care and serving as a consistent point of contact for queries and concerns.

Together we will demonstrate safe, clinical decision-making and expert care together with compassionate communication for patients referred to Fitzpatrick Referrals. You will be care driven, have excellent communication skills, exceptionally organised, thorough and be able to operate in a 24/7 team environment.

DUTIES AND RESPONSIBILITIES

Operational Responsibilities:

Take the lead in the setting up, running and managing the Shared Care model of care that FROST wishes to introduce for our patients undergoing chemotherapy.

Be available to the patients’ family and PCV from the point of diagnosis, providing support throughout the entire course of treatment.

First point of contact for PCV, patients’ family and internal FROST staff for queries regarding patient treatment.

Collaborate with the members of the multi-disciplinary team (MDT) to ensure information is current and understood by all of the teams involved in the patients treatment.

Assist families to understand the diagnosis and treatment options.

Act as Educator for the family and PCV. Visit PCV’s for ‘lunch and learn’ sessions to better equip the staff to undertake treatments.

Assist with the scheduling of initial and subsequent tests and consultations.
Follow up patients post chemotherapy treatment and arrange future treatment and investigations either in house or at PCV
Maintain positive working relationships with all PCV staff, ensuring all individual patient protocols are implemented
Input into all new staff (clinical and non-clinical) induction to the hospital
Attend M & M meetings and action improvements identified
Work in accordance with the FR protocols and policies.

Management Responsibilities:
Identify service and policy development changes needed to ensure a continuing excellent service level and ensure implementation
Understand and contribute to the improvement of the financial performance by implementing any required improvements and controls
Lead by example and be instrumental in creating excellent working relationships both internally and externally.
Contribute to plans for future growth.
Support and participate in all local marketing and promotional events
Liaise and communicate with suppliers and company representatives.

Health & Safety
Be aware of, and conversant with, the Health and Safety At Work Act (1974) and comply with the regulations set down to ensure safety to patients, staff and visitors
Ensure all incidents and untoward occurrences are recorded according to Hospital Policy
Be aware of, and conversant with, the Hospital Fire Policy and be fully aware of the position of fire alarms, emergency equipment and exits.

Governance
Assist in the completion of clinical audits; e.g. audits of inpatient notes.
Ensure compliance to standards in respect of all legislative requirements, including but not limited to RCVS, Fire, Control of Substances Hazardous to Health (COSHH), Basic Life Support, Infection Control and Display Equipment.

Infection Control
Infection prevention and control is an essential aspect of patient care. All post holders have a personal obligation to act to reduce Hospital Acquired Infections. Post holders must be familiar with the Hospital’s Infection Control Policies, including those that apply to their duties such as the Uniform Policy. Post holders must incorporate into their clinical activities up to date evidence that
supports safe infection control practices and procedures, for example, the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Disclosure of Information

During the course of your work, you will come into possession of confidential information concerning patients, their families, Fitzpatrick Referrals Oncology and Soft Tissue Hospital and its staff. This information should be treated confidentially and in accordance with the Data Protection Act (1998) and European Regulations.

Data/Security

The post holder is responsible for ensuring he/she maintains the integrity and quality of both computerised and manual data

This job description is intended as a basic guide to the scope of the duties and responsibilities. It will be subject to regular review and amendment as necessary.

Post Holder:
Signature:
Date:

Line Manager:
Signature:
Date:

PERSON SPECIFICATION

Oncology Co-ordinator

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications &amp; Experience</td>
<td>• Clinical background</td>
<td>• Experience of working in a referral setting</td>
<td>Application and interview</td>
</tr>
<tr>
<td></td>
<td>• Clinical problem solving skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge</td>
<td>• Knowledge and understanding of veterinary oncology</td>
<td>• Experience of clinical audit</td>
<td>Application and interview</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------</td>
</tr>
</tbody>
</table>
| Personal Skills | • Ability to set direction  
• Excellent interpersonal and verbal communication skills  
• Ability to work on own initiative  
• Good organisational and time management skills  
• Ability to work under pressure  
• Excellent communication skills, written and report writing  
• High standards of customer care  
• Computer literate with good knowledge of MS Word, Outlook and Excel | | Application and interview |
| Personal Characteristics | • Compassionate and caring  
• Enthusiastic and motivated  
• Determined  
• Confident  
• Flexibility  
• Smart and well presented  
• Proactive in learning and progressing career  
• Positive outlook and confidence in own abilities  
• Highly energetic, proactive and motivated | | Interview |
| Other | Right to Work in the UK  
Have access to transport to commute to the practice | Interview |
|-------|-------------------------------------------------|-----------|
| Values | • Integrity – We always endeavour to do the right thing  
• Innovation – We challenge ourselves to develop new and better ways to solve problems  
• Care – We care passionately about what we do  
• Education – We are totally committed to learning and sharing knowledge and information  
• Community – We work best when we work as a team | Interview |