

## **Job Description and Person Specification**

### **MDT and M&M Coordinator/ Grade VI Officer - Cancer Services Directorate**

#### **Specified Purpose Contract**

**HR Reference: HR25I152**

**Closing Date for Applications: Monday, 07<sup>th</sup> July 2025**

**Date for In-Person Interviews: TBD**

HR Business Services,  
St Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Contact: +353 (1) 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)

## **Accountability and Working Relationships**

**Title:** Grade VI Officer – MDT, Mortality & Morbidity

**Reports to:** Cancer Directorate Cancer Data and MDT Manager

### **Role Summary:**

The main responsibility of this position is to proactively manage and oversee the smooth running of all aspects of the Multi-Disciplinary Team (MDT) and Mortality & Morbidity (M&M) function within the hospital. The holder of this post will also be responsible and accountable for:

- Management and effective leadership of the MDT/M&M team.
- Review of current MDT meetings under the remit of this team and streamlining processes and procedures re same.
- Development of a suite of policies and procedures for MDT and M&M meetings.
- Coordination of an MDT meeting.

To anticipate and proactively address service needs through ongoing monitoring of the operational function, meeting with stakeholders to understand service requirements.

### **Key Duties and Responsibilities for the following areas:**

The list of key duties and responsibilities is not intended to be exhaustive and is subject to change depending on service requirements.

### **Service Provision:**

- Proactively manage and oversee the smooth running of all aspects of the MDT and M&M function within the hospital.
- Monitor and audit services to ensure standards are being met.
- Review of current MDT meetings under the remit of this team and streamlining processes and procedures re same.
- To ensure effective and efficient systems and procedures are in place to allow for the optimum provision of services.
- Development of a suite of policies and procedures for MDT meetings.
- Actively engage in any change initiatives that improve the overall service.
- Actively manage the impact of changes and developments within the hospital on the service.
- To lead out on projects and new developments and strategically plan for improvements to enhance services.
- Keep Line Manager up-dated as appropriate.
- Have an understanding of all aspects of the role and work within the department and cover the service where necessary.
- Any duties arising that are appropriate to the position
- Have a thorough knowledge of hospital policy and procedures for release of information and patient confidentiality and ensure these are adhered to at all times.
- Ensure adherence and compliance with Data Protection policy
- Be familiar with the Health and Safety requirements of the work area and ensure that these are met at all times.

- Monitoring and auditing Key Performance Indicators to ensure national and interim targets are met.

#### **Team Management:**

- Line Management responsibility for the MDT and M&M Coordinator Team to ensure the delivery of effective, efficient and quality assured service.
- Communicate regularly with the team to keep them adequately informed regarding changes and developments within the hospital
- Ensuring open lines of communication to ensure effective staff management and service provision
- Participate as required in the recruitment process for filling vacant positions
- Training and induction of new staff
- Participate in the probationary assessment process for all new staff
- Responsible for ensuring all team members mandatory training is in date
- Responsible for conducting regular 1:1 meetings and CPDs with the team
- Ensuring attendance and other types of leave are managed in line with SVUH policy
- Completion of Return to Work Interview forms with staff as required
- Management of annual leave to ensure adequate cover
- Ongoing performance monitoring and training
- Monitor workload, productivity and quality of service
- Effectively manage employee relations at local level and escalate when required
- Manage resources to ensure service provision
- Ensuring all team members are engaged with audits and accreditation as required
- Delegate appropriately
- Support team personal development

#### **MDT Coordination:**

- Coordination of an MDT meeting, working with all members of the multi-disciplinary team to ensure that suspected and diagnosed patients are actively managed through the service pathway from point of referral, through triage highlighting any potential delays and onwards to MDT ensuring that all national and local time to assessment and time to treatment targets are met.
- Ensuring the meetings run effectively and are well-structured, including preparing agendas, recording attendances, ensuring required information is available, working with Data Management to ensure the collection of data and recording agreed outcomes with the clinical team.
- This is an onsite role based in St Vincent's University Hospital.

#### **Code of Practice**

It is a requirement for all staff in the Filing room, Clinical Administrative areas and Patient Services to become knowledgeable about the HSE Code of Practice for Healthcare Records Management and to ensure their compliance with these standards.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**The Hospital Structure is currently under review and therefore, reporting relationships may change.**

**Informal Enquiries or Role Specific Enquiries:** Ms Tara Hughes, Cancer Directorate Cancer Data and MDT Manager, Email – [t.hughes@svhg.ie](mailto:t.hughes@svhg.ie)

### Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<p>Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004</p> <p>Or</p> <p>Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</p> <p>Or</p> <p>Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction</p> <p>Or</p> <p>Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p>	<ul style="list-style-type: none"> <li>• Relevant 3<sup>rd</sup> level qualification</li> </ul> <p>Further studies in:</p> <ul style="list-style-type: none"> <li>• Patient Services or Healthcare Management</li> <li>• Supervisory / Management courses</li> <li>• Information Management</li> <li>• Computer courses</li> </ul>

<b>Experience (length and type)</b>	<p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.</p>	<ul style="list-style-type: none"> <li>• Working as part of a multidisciplinary team in a lead role</li> <li>• Direct responsibility for training and/or induction of new staff</li> <li>• Role involving direct Line Manager responsibility for a group of staff</li> <li>• Role incorporating archiving information</li> <li>• Experience using computer maintenance functions, merging data functions, working with computer templates and control of administrative access rights</li> <li>• Minimum 6 years' recent, relevant experience in an administrative capacity or equivalent</li> <li>• Minimum 3 years recent, relevant and continual experience in a role involving supervisory responsibility for a team in a hospital or other relevant healthcare environment</li> <li>• Experience of working as part of a team</li> <li>• Experience in a role which incorporated use of ICT skills (e.g. reporting, data entry, excel)</li> </ul>
<b>Core Competencies</b>	<p>Knowing the Health Service &amp; How it works</p> <p>Delivering Quality &amp; Fairness for Service Users</p> <p>Planning &amp; Managing Resources</p> <p>Creating Team Spirit</p> <p>Being the communication channel</p> <p>Influencing People and Events</p> <p>Managing individual performance</p> <p>Being a Role Model</p> <p>Embracing the Change Agenda</p>	

### **Particulars of Office:**

**The appointment is:** Whole-time, Temporary, and Pensionable

**Annual Salary:** €56,757 to €69,341 (LSI) as at (01/03/2025) pro rata dependent on previous Public Health Sector experience.

These particulars are subject to change in line with overall public pay policy.

**\*Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.**

**Probationary Period:** The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

**Pension Scheme:** The candidate will be entered into one of the Hospital Superannuation Schemes.

**Working Hours:** The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

**Annual leave entitlement:** 30 working days per annum pro. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

### **Additional Information**

#### **Confidentiality:**

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

#### **Hygiene:**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

**Policies / Legislation:**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

**Protected Disclosure Policy:**

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://stvincents.ie/ProtectedDisclosures)

**Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages:

<http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate

in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Persons in receipt of a pension from specified Superannuation Schemes:** Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012):** Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.



All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

<b>This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.</b>
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**St Vincent's University Hospital buildings and grounds are **smoke-free**.**

**June 2025**