



National Cancer MDT Coordinators Forum

CONSTITUTION

Mission Statement

“As the National Cancer MDT Coordinators* Forum, we provide a national voice to inform, support and motivate fellow coordinators, to bring professional recognition to the role and contribute to improving the patient pathway.”

**The term MDT Coordinators covers all those involved in the management of the patient pathway from an administrative, tracking and data management perspective (or similar).*

Background:

The role of the Multidisciplinary Team (MDT) in improving patient care has been well recognised, and since the publication of the National Cancer Plan (2000, England) the appointment of MDT Coordinators to support and coordinate the workings of the MDT has become an integral part of the service offered.

It is also recognised that all 4 UK countries are developing the role of the MDT Coordinator, and the National Cancer MDT Coordinators Forum is a UK-wide organisation serving the needs of all MDT Coordinators.

Objectives:

- To raise the profile and professional standing of MDT Coordinators
- To identify common tasks and roles carried out by MDT Coordinators
- To develop and implement a communication strategy to raise the profile of MDT Co-ordinators and importance of network led 'MDT Coordinator Local Forums' (key audiences to include SHAs (Strategic Health Authority), PCTs (Primary Care Trust), Cancer Networks, TSSGs (Tumour Site Specific Group), Trust Cancer Managers and MDTs)
- To work towards the development and implementation of an MDT Coordinator Training Programme with accreditation or a formal qualification

Governance:

The Forum will be accountable to the NCAT (National Cancer Action Team) MDT Development Steering Group (chaired by Professor Sir Mike Richards) who will oversee the delivery of its work programme.

Membership of the National Cancer MDT Coordinators Forum

- All MDT Coordinators are eligible to be full members of the National Cancer MDT Coordinators Forum.
- Other groups with an interest in the work of the National Cancer MDT Coordinators Forum can become associate members of the Forum
- All interested parties will complete an initial registration form and agree to their details being held by the National Cancer MDT Coordinators – Central Committee

- Full Members will have priority over Associated Members for registration at national and local meetings organised by the National Cancer MDT Coordinators Forum and for the benefit of its members

Membership of the National Cancer MDT Coordinators Forum – Central Committee

- All full members of the National Cancer MDT Coordinators Forum are eligible to be a member of the Central Committee
- The Central Committee will comprise 13 members, each representing a geographical area of the UK (approximately equal to an SHA or Board Region, and covering 3-4 cancer networks or equivalent)
- At least 10 of the 13 Central Committee roles will be those whose work role is whole-time in MDT Coordination
- The Central Committee will be chosen by those in the geographical area they represent.
- All Central Committee members are responsible for communicating with all members in their region through the most appropriate local channels

Meetings

- The Forum will:
 - Meet once each year for an Annual Conference
 - Meet locally, according to local requirements, and coordinated by the local Central Committee representative
- The Central Committee will:
 - meet 4 times per year in a central location
 - organise an Annual Conference in March for all MDT Coordinators
 - hold 4 conference calls per year
 - produce a short Newsletter 3 times per year
 - identify and carry out specific pieces of work to support the objectives and national strategy of the National Cancer MDT Coordinators Forum

Central Committee Executive Members:

- From the 13 Central Committee Members the following executive appointments will be made:
 - Chair
 - Deputy Chair
 - Secretary
 - Conference Coordinator
 - Newsletter Editor
 - Website Editor
- The remit of each member of the Central Committee will be to:
 - To support the aims and objectives of the National Cancer MDT Coordinators Forum
 - To represent the interests of MDT coordinators nationwide
 - To attend workshop/conferences/other national meetings as required on behalf of the National Cancer MDT Coordinators Forum
 - To identify work areas directly related to MDT Coordination and to implement working groups as appropriate
 - To represent the interests of those members within the geographical area for which they have been chosen and to actively support and communicate the work of the National Cancer MDT Coordinators Forum, through a locally agreed cascade mechanism

Executive Member Roles and Responsibilities

- Chair: Is responsible for the smooth running of the Forum and liaison with professional and NHS groups to further the objectives of the Forum as set out in the constitution. During meetings, the Chair will keep meetings to order, whilst allowing participants to state their opinions and ideas.
 - Prepare the agenda.
 - Listen, test understanding, canvass opinions and summarise the discussions.
 - Ensure all members gets a fair hearing, and has had an equal opportunity to express their views.
 - Keeps the meeting to time
 - Approve the minutes.

- Deputy Chair: To support the Chair. Deputise when appropriate for the Chair

- Secretary: Is responsible for the administrative aspects of the forum.
 - Responsible for the registration of new members to the NC MDTC Forum
 - Maintain the NC MDTC Forum membership database
 - Take the minutes of all the meetings.
 - Keeps an attendance record for meetings, plus any guests in attendance.
 - Distribute the minutes – two weeks after the meeting (once approved by the chair)

- Conference Coordinator: Is responsible for the coordination of the yearly NC MDT Coordinators conference.
 - Liaise with Eventpro in the organising and monitoring the events progress.
 - Coordinate and develop the Conference Agenda
 - Liaise with speakers.

- Newsletter Editor: Is responsible for developing and producing 3 NC MDT Coordinators Forum newsletters per year
 - Liaise and agree content with team.
 - Liaise with all authors

- Website Editor: Is responsible for the developing and maintaining the NC MDT Coordinators Forum web-pages.
 - Liaise and agree content with team.
 - Liaise with Webmaster at NCIN.

Financial Support:

The financial resources to support both the running of the National Cancer MDT Coordinators Forum and Central Committee will be provided by the National Cancer Intelligence Network, and agreed with the NCIN Director for Clinical Outcomes prior to each financial year. As with all national initiatives this is dependent on resources being available to support this initiative and for the National Cancer MDT Coordinators Forum to demonstrate their effectiveness within any NHS financial climate.