



POSITION DESCRIPTION

POSITION TITLE	Multidisciplinary Team Coordinator (MDT)
DEPARTMENT	Community Care
REPORTS TO	Director Community Care
DIRECT REPORTS	Nil
AWARD	Dependent on qualifications
CLASSIFICATION	Dependent on qualifications
DATE OF CREATION/AMENDMENT	October 2025

“Caring for Our Community”

POSITION OBJECTIVES

The MDT Coordinator provides patient-centred focus throughout the continuum of care, by providing single point of contact along the patient pathway for the Multidisciplinary Teams (MDTs). Ensuring the smooth transition of consumers through the health care system, liaising with relevant staff, clinicians, health care providers and community agencies to ensure continuity of care for individual consumers and their families, and coordination of the patient journey.

The MDT Coordinator will be responsible for tracking the patient along their care pathway with the team and is responsible for coordinating and organising multi-disciplinary team care plans and case conferences, which includes tracking and follow up of clinical assessments and management plans by members of MDTs, sending invitations to required participants, monitoring communication about upcoming MDT Case Conferences, establishing and maintaining a schedule of weekly MDT Case Conferencing Meetings and identifying potential breaches of clinic waiting times and targets.

RESPONSIBILITIES & PERFORMANCE INDICATORS

The role will:

- Ensure that all relevant patients are discussed at MDT Case Conferencing meetings with supporting clinical information. This includes accurate prescriptive data collection and recording to enable effective tracking of all patients and consumers accessing services at REDHS, Campaspe Medical Centre (CMC) and Rochester Outreach Clinic.
- Be responsible for the coordination of reports, investigations, diagnostic results and clinic appointments.
- Organise and attend MDT Case Conferencing meetings to obtain and record relevant information.
- Be required to work closely and proactively with the REDHS clinical and ambulatory services teams to build a collaborative service delivery model with GPs, NPs and other private providers including CMC and Rochester Outreach Clinic ensuring consistency in the delivery of service.
- Collect, record and report information as required in order to meet both national, state and local requirements.
- Collaborate with clinicians and patients to actively and opportunistically promote health literacy and support health promotion initiatives.

INTENTIONAL & INTEGRATED MDT CARE

In collaboration with the REDHS Central Intake Team, the role will undertake Initial Needs Identification and assessment to:

- Manage and monitor allied health referrals to ensure MDT Case Conferences promote optimum health and assist transition to managing in their community environment
- Ensure MDT Case Conferences align care to individual consumer needs and circumstances, promoting positive approaches to living for consumers with chronic health conditions or recovering from acute health events.
- Ensure referrals to services relevant to consumer/ family as evidenced by assessed needs. Using assessment data and considering possible interventions to maximise an individual's

wellbeing, safety and performance.

- Ensure that all new patients' and their relevant referrals are booked within target times and that any potential breaches of waiting standards are clearly escalated to the clinical team and appropriate manager in a timely way.

MDT CO-ORDINATION

- To provide administrative facilitation to the MDT Case Conferencing meetings, including preparing, organising and circulating lists of patients for discussion, and ensuring MDTs run as smoothly as possible to reach their full potential in discussing REDHS patients and consumers. This includes the use of video conferencing and IT equipment as necessary, the location and retrieval of case notes and diagnostic information.
- To ensure MDT Case Conferencing decisions relating to the individual patient's management plan are accurately recorded on electronic systems as part of the MDT meeting and subsequently distributed to appropriate staff, including referring GPs and or specialists, within agreed timeframes.
- To attend weekly MDT meetings and input live information on to the Case Conferencing record on relevant systems, including the recording of the outcome of each discussion and any actions to be taken.
- To accurately record attendance for MDT meetings. This includes the recording of a cancellation reason in the event of an MDT meeting being cancelled.
- To work with treating clinicians, GPs and NPs to ensure that tests, appointments and treatment are arranged as agreed at the MDT Case Conferencing meeting.

MONITORING OF WAITING TIMES

- To proactively track patients to ensure their pathway through the system is smooth and efficient and achieves appropriate targets. This will include liaising with various clinicians and services to facilitate the timely booking of diagnostic tests and treatments.
- To ensure all patients' progress is accurately recorded and updated in a timely manner in the Case Conferencing record, managing their entire patient pathway, including any post care.
- To contribute to the submission and validation of activity data, using the relevant data sources, to ensure data is accurate and complete.

CO-ORDINATION OF MDT REFERRALS

- To maintain good working relationships with colleagues in other health services and external providers who refer to or accept referrals from REDHS.
- To ensure that inter-departmental referrals are actioned and closely monitored, and information fed back to referring teams or organisations as appropriate and within monitored timescales.
- To liaise closely with health services and providers to ensure that referrals are appropriately tracked and treated as far as possible within target waiting times
- To ensure that the generic MDT Case Conferencing mailbox is closely monitored and actioned appropriately.

PEER REVIEW & SERVICE DEVELOPMENT

- To work with members of the REDHS Community Care team to collate information as required to support Annual Peer Review assessments. This may include attendance records, collating data and information and supporting the established MDT Case Conferencing Model.
- To work with members of the REDHS Community Care team, GPs, NPs and other providers in the development of the patient pathway and continual improvement of the service for patients.
- To contribute to the development and implementation of improvements in the efficiency and accuracy of MDT Case Conferencing administrative processes.
- To support and contribute to audit and evaluation projects pertaining to the MDT Case Conferencing Model and its sustainability.

QUALIFICATIONS

- Tertiary qualification in a clinical discipline, e.g. Nursing, Paramedic, Allied Health, Case Management or equivalent.

KEY SELECTION CRITERIA

Essential:

- Clinical qualification and relevant registration (e.g. Allied Health, Nursing or Paramedicine).
- Demonstrated ability to work autonomously and in a multidisciplinary health care team.
- Excellent communication (written and verbal) and interpersonal skills, including the ability to prepare and deliver education to patients, families and staff.
- Good time management and organisational skills.
- High Level Microsoft Office Suite (MS Teams, Word, Excel and Outlook) skills.
- Proficiency in use of an Electronic Patient/Medical Record and ability to quickly learn new systems.
- A current Driver's license, National Criminal History Check, Working with Children's Check and NDIS Worker Screening Check.
- Vaccinations for Class A healthcare workers, including annual Influenza Vaccinations (FluVax)

NDIS WORKER SCREENING CHECK

This role has been identified as a "risk assessed role" under the NDIS (Practice Standards – Worker Screening) Rules 2018 and as such is subject to the provision of an NDIS Worker Screening Check prior to commencement. During their term of employment, all employees are required to notify REDHS via their manager if the NDIS Quality and Safeguards Commission issues:

- An interim bar;
- A suspension;
- An exclusion;
- The closure of an application for a worker screening clearance; or
- The revocation of a clearance.

OCCUPATIONAL HEALTH, SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.

- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

'THIS IS ME'

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montessori actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

QUALITY IMPROVEMENT

All REDHS employees must participate in REDHS integrated risk management and quality improvement systems by being aware of their responsibility to identify, minimise and manage risks and identify opportunities for continuous improvement in the workplace through communication and consultation with managers and colleagues.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

R	Reliability	Being trustworthy and performing consistently well
E	Engagement	Working collaboratively with people to address issues and create opportunities to bring about positive change
D	Diversity	Understanding that each individual is unique and respecting our individual differences
H	Hospitality	Receiving and treating all people in a warm, friendly, generous way
S	Sustainability	Meeting our current needs without compromising the ability of future generations to meet their needs

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Tip: You can use the Fill & Sign function in Adobe to complete this form.

Name		Date
Signature		