**Oldham North Primary Care Network**

**FIXED TERM OPPORTUNITY**

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| **SALARY**  | **Equivalent to AfC band 4** |
| **SITE**  | **Oldham North PCN practices** |
| **HOURS**  | **Flexible** |
| **REPORTS TO**  | **PCN Manager**  |
| **ACCOUNTABLE TO**  | **PCN Clinical Director**  |
| **CONTRACT**  | **Fixed-Term to 31 March 2026** |

**Oldham North PCN** is a network of four GP practices in the Royton, Shaw and Crompton areas of Oldham. We serve a population of around 43,000 patients and have a strong history of working together to provide high quality services for our patients..

**JOB PURPOSE**

The Cancer Care Coordinator will work with the PCN and its practices to support the delivery of NHS England’s comprehensive model of Personalised Care and the Early Cancer Diagnosis Direct Enhanced Service. This pivotal role will support multidisciplinary teams and coordinate the pathway for patients with cancer, and supporting public awareness of the earlier diagnosis agenda, as per the NHS Long Term Plan.

 **KEY RESPONSIBILITIES**

* Safety netting and checking that patients referred with a suspected diagnosis of cancer have received an appointment with secondary care in an appropriate timeframe.
* Working with practice to ensure that Cancer Care Reviews have been undertaken with all patients within 12 months of diagnosis.
* Support individual practices to improve local uptake of National Cancer Screening Programmes, understanding practice data for uptake and how screening is carried out, through community of practice which supports peer to peer learning events, and engagement with local providers.
* Be responsible for the completion and ongoing review of the Cancer Action Plan, working with practices to monitor compliance and improve performance of the PCN
* Work with practices to improve performance of the Can-04 IIF indicator to ensure the PCN achieve the year end target
* Closely liaise with the PCN lead for cancer, the practice clinical leads and cancer champions.
* Co-ordinate quarterly meetings to monitor cancer performance indicators and QOF using public health data.
* Supporting practices to incorporate use of Arden’s templates and standardised coding to maintain accurate registers.
* Support practice staff in the upkeep of palliative care registers.
* Support the practices in conducting peer to peer learning events that look at data and trends in diagnosis across the PCN, including cases where patients presented repeatedly before referral and late diagnoses.
* Support the practices in the PCN to engage with local system partners, including Patient Participation Groups, secondary care, Greater Manchester Cancer Alliance, and Public Health Commissioning teams.
* Link in with and build relationships with the wider PCN team, Social Prescribers, Pharmacists, and other clinical/non-clinical partners involved in the patients care.
* Be a point of contact for people living beyond cancer, or bereaved relatives, who need support, signpost to support groups available locally or nationally as appropriate.
* Working closely with secondary care Cancer Care Coordinators to support integration of care across organisational boundaries
* Complete weekly audits on all two week wait referrals to monitor errors, expedite appointments and chase follow ups.
* Ensure information is provided at the point of referral about the two week wait to the patient
* Arrange and attend regular cancer awareness sessions to engage with patients and encourage attendance at screening

**PERSON SPECIFICATION**

The ideal candidate will:

* have experience in a primary care setting
* have good knowledge of EMIS and be able to develop and run searches
* be IT literate and have good knowledge of MS packages
* be able to gather information and compile reports
* be comfortable speaking to patients and passing on information in a clear and understandable way
* be comfortable speaking to clinicians and practice staff
* be able to travel around the four practices in North PCN
* be flexible when managing time and supporting four practices

**For further details or to express an interest in the role please e-mail Pam Walls-Hester (****Pamela.Walls-Hester@nhs.net****) with a covering letter explaining your current role, any relevant experience, and why you feel you are suitable for this role.**

**The closing date for this role is Monday 7 April.**