



APPENDIX 4: CANCER CARE COORDINATOR EXAMPLE JOB ADVERT



Cancer Care Coordinator

Job summary

Would you be interested in joining our friendly team of multidisciplinary healthcare professionals? **[INSERT PCN NAME HERE]** (PCN) is looking for a Cancer Care Coordinator. The successful candidate will be based in a local cluster of General Practices as part of the PCN. You will need to be caring, dedicated, reliable and person-focussed and enjoy working with a wide range of people. You will have good written and verbal communication skills and strong organisational and time management skills. We are looking for someone who is highly motivated and proactive with a flexible attitude, keen to work and learn as part of a team and committed to providing people, their families and carers with high quality support.

If you are interested in developing your skills in primary care, then we would love to hear from you. Salary is negotiable depending on experience and qualifications up to band 4 AfC

Main duties of the job

Care coordinators play an important role within a PCN to proactively identify and work with people, including the frail/elderly, early diagnosis of cancer and end of life care patients. You will provide coordination and navigation of care and support across health and care services. The individual will work with the PCN team, supporting them to implement and deliver the NHS England Early Cancer Diagnosis Designated Enhanced Service.

The post-holder will ensure cancer patients receive appropriate information, onwards referrals and support as needed. They will also support the practices within the PCN to improve their services, including uptake of national cancer screening. They will also support MDT meetings and manage a caseload of patients identified through these meetings, working in conjunction with the Cancer Clinical Lead and Clinical Care Coordinator.

This is a pivotal role and is required to support multidisciplinary teams and coordinate care for patients with cancer.