

MDT Co-Ordinator Role Overall Role Description and Requirements

The co-ordinator is responsible for coordination of the NHS Continuing Healthcare (CHC) assessment process, from being assigned at the point of a positive Checklist or other notification, through to the multidisciplinary team (MDT) assessment of eligibility, including completion of the Decision Support Tool (DST) and reporting the MDT recommendation to the ICB.

Once an individual has been referred for a full assessment of eligibility for NHS Continuing Healthcare then, irrespective of the individual's setting, the ICB has responsibility for coordinating the process until the decision on funding has been made. The ICB should identify an individual (or individuals) to carry out this coordination role, which is pivotal to the effective management of the assessment and decision-making process. By mutual agreement, the coordinator may either be an ICB member of staff or be from an external organisation.

(National Framework 2022, Paragraph 137)

The intention in the National Framework is not to exclude the possibility of a member of the MDT also undertaking the role of co-ordinator, but where the professional concerned has this dual role, they should be very clear about their two different functions. The fact that they should, amongst other things, act as an 'impartial resource' relates specifically to advising the MDT on matters of policy and procedure. They can contribute to decision-making on the correct recommendation so long as they encourage debate within the MDT and so long as they record a recommendation which genuinely reflects the view of the whole MDT, not just their own view.

(National Framework 2022, Practice Guidance 25.2)

Care should be taken by ICBs to ensure an appropriate separation between the coordinator function and those responsible for making a final decision on eligibility for NHS Continuing Healthcare.

(National Framework 2022, Practice Guidance 20.2)

The Co-Ordinator Role includes:

- *receiving and acting upon a referral for assessment of eligibility for NHS Continuing Healthcare, ensuring appropriate consent has been given.*
- *identifying and securing the involvement of the MDT which will assess the individual's needs and will then use this information to complete the DST. The MDT should usually comprise health and social care staff presently or recently involved in assessing, reviewing, treating, or supporting the individual (refer to paragraphs 139-143 of the National Framework 2022).*

- *supporting MDT members to understand the role they will need to undertake in participating in a multidisciplinary assessment and completing the DST.*
- *helping MDT members to identify whether they will need to undertake an updated or specialist assessment to inform completion of the multidisciplinary assessment.*
- *supporting the person (and those who may be representing them) to play a full role in the eligibility consideration process, including ensuring that they understand the process, they have access to advocacy or other support where required, and organising the overall process in a manner that maximises their ability to participate.*
- *ensuring that there is a clear timetable for the decision-making process, having regard to the expectation that decisions should usually be made within 28 calendar days of the ICB being notified of the need for a full assessment of eligibility for NHS Continuing Healthcare.*
- *ensuring that the assessment and DST processes are completed in accordance with the requirements in the National Framework and relevant standing rules/regulations.*
- *acting as an impartial resource to the MDT and the individual on any policy or procedure questions that arise.*
- *ensuring that the MDT's recommendation on eligibility is sent for approval through the relevant local decision-making processes in a timely manner.*

(National Framework 2022, Practice Guidance 20.1)

References

National Framework for NHS Continuing Healthcare and NHS-funded Nursing Care July 2022 (Revised)

[National framework for NHS continuing healthcare and NHS-funded nursing care - GOV.UK \(\[www.gov.uk\]\(https://www.gov.uk\)\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/111111/national-framework-for-nhs-continuing-healthcare-and-nhs-funded-nursing-care-2022-revised.pdf)