

## POSITION DESCRIPTION

<b>Position:</b>	Cancer Care Coordinator
<b>Directorate</b>	Clinical Operation
<b>Division:</b>	Critical Care Services
<b>Business Unit:</b>	Oncology
<b>Enterprise Agreement</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Reports to:</b>	Nurse Unit Manager – Oncology



### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

### VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to page 6 of this document.

### INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

## STRATEGIC OBJECTIVES



## POSITION SUMMARY

Responsible for applying advanced knowledge and skills to facilitate the continuity and quality of care of patients diagnosed with cancer and their families.  
 Coordinating patient centered care with the Mildura Base Hospital Oncology Team in the Outpatient setting.  
 Promoting best practice care with efficient management of treatment complications.  
 Act as a resource person for the hospital promoting best practice in the provision of patient care through clinical improvement initiatives and service innovation.

## KEY RESPONSIBILITIES AND DUTIES

Key Elements of Role:

- Assessment and screening for clinical and supportive care needs and people at risk for adverse clinical and psychosocial outcomes
- Facilitating delivery of cancer care consistent with established evidence based guidelines
- Ensuring timely and appropriate referral to specialist, allied health and support services
- Facilitating continuity of care between health professionals and across settings for care delivery
- Providing timely and consistent education and information to patients and their families
- Participating in service improvement activities that aim to improve coordination of care and optimise outcomes for individuals and services. Eg. Multidisciplinary Team Meetings
- Carry out other duties as directed by the relevant Manager

Expected Outcomes:

- Reduced delays in Oncology reviews and commencement of treatment
- Improve efficiency of oncology reviews
- Improved discharge planning
- Reduce the likelihood of readmissions
- Reduce ED presentations
- Improved compliance with follow up surveillance and survivorship
- Improve patient satisfaction

Professional Development:

- Accept responsibility for maintaining and strengthening own clinical practice, competency, knowledge and expertise in the area of clinical specialty
- Maintain Continuous Professional Development Portfolio/ Educational Attendance in line with the requirements of the relevant registration board and the Health Professions Registration Act 2007 as relevant
- Continually update knowledge in regards to specialty area and evaluate own performance to identify strengths and areas where professional growth can occur

- Develop and maintain current knowledge of the scope of community resources including eligibility requirements and availability
- Antineoplastic Drug Administration Course (ADAC) competency completed annually
- Conference attendance to support professional update opportunities
- Maintain Central Venous Access Device (CVAD) annual competency

#### Teamwork and Communication:

- Act in a professional manner at all times when dealing with the health care team, clients, their families, and the wider community
- Work collaboratively and cooperatively with all members of the healthcare team
- Maintain positive relationships and strong communication networks with doctors, patients and other stakeholders so that quality clinical outcomes are achieved
- Demonstrate a good work ethic that includes punctuality, integrity, respect of others and a commitment to professional practice
- Maintain confidentiality on all issues relating to the Hospital, patients, customers and colleagues
- Resolve any workplace conflict in a professional manner through the correct organisational processes

#### Quality Risk & Safety

- Support and participate in improvement programs as highlighted in staff or patient satisfaction surveys, including addressing any individual needs highlighted or assisting to implement improvement action plans
- Actively support continuous improvement programs involving state health services, accreditation and other regulatory bodies.
- Actively participate in audits in clinical areas to demonstrate the national standards and relevant accreditation frameworks
- Promote best practice in line with organisational policies and procedures

#### OH&S

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

### GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## **KEY SELECTION CRITERIA**

### **Essential:**

- Relevant Registration with AHPRA
- Minimum of five years post registration in specialty areas of Oncology nursing or relevant experience in advanced practice
- Understanding of scope of practice in line with relevant registration
- Demonstrated understanding of the physical and psychosocial needs of patients diagnosed with cancer
- Ability to manage designated portfolio and display excellent collaborative leadership, teaching and mentoring skills
- Ability to provide information and education effectively to patients' families and careers
- Demonstrated ability to work effectively in a multidisciplinary team environment and independently as required
- Highly effective communication and interpersonal skills
- Proven project management skills with sound organizational and change management skills.
- Computer literacy

### **Desirable:**

- Post Graduate Qualification in the relevant field

## **MANDATORY REQUIREMENTS**

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### **Registration with Professional Association:**

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*



*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

## **ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Happy WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

"I choose..."  
"I care..."  
"I prefer..."  
"I will..."  
"I can..."  
"Is there a better way to do this?"  
"Can we explore that more so I can understand it better?"  
"We will...us...we can..."

## LANGUAGE WE DON'T USE

"I have to..."  
"I must..."  
"If only..."  
"Ah well, that is because of XYZ..."  
"Our processes do not let us do it"  
"Things have always been done this way"  
"Them and us"

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

