

POSITION DESCRIPTION

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| Position: | McGrath Cancer Care Nurse (Colo-rectal and Lung Cancer) |
| Directorate | Clinical Operation |
| Division: | Critical Care Services |
| Business Unit: | Oncology |
| Enterprise Agreement | Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement |
| Reports to: | 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

The MCCN provides care, information, and support for people with colorectal or lung cancer across the continuity of care pathways and multidisciplinary teams across the cancer care community within MBPH and Mildura and surrounding areas. The MCCN will provide collaborative clinical and supportive care for patients and their families, along with the facilitation of communication across the multidisciplinary cancer care team. The McGrath Cancer Care Nurse will have expert knowledge regarding the spectrum of colorectal and lung cancer care, inclusive of health assessment, treatment pathways, referrals, and on-going facilitation of clinical and supportive cancer care.

The MCCN will act as a resource person for the hospital responsible for applying advanced knowledge and skills to facilitate the continuity and quality of care of patients diagnosed with colorectal or lung cancer and their families Promoting best practice in the provision of patient care through clinical improvement initiatives and service innovation. Coordinating patient centred care with the Mildura Base Hospital Oncology Team, supporting patients in the outpatient setting and promoting best practice care with efficient management of treatment complications

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 colorectal and lung 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 for colo-rectal and lung cancer patients as directed by the relevant Manager

Expected Outcomes:

- Reduced delays in Specialist reviews and commencement of treatment
- Improve efficiency of oncology reviews
- Improved discharge planning and reduced ED presentations
- Reduce the likelihood of hospital admissions
- Timely communication and collaboration with MBPH Oncology unit/ Medical treating team and multidisciplinary healthcare providers
- Improved compliance with follow up surveillance and survivorship
- Improve patient satisfaction

Professional Development/Education:

- 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 and the McGrath Foundation
- 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
- Participate in annual MBPH performance reviews
- Completion of Antineoplastic Drug Administration Course (ADAC) competency
- Conference attendance to support professional update opportunities
- Completion of Central Venous Access Device (CVAD) competency
- Identifying, encouraging and monitoring the continuing development of others with a learning culture
- Participate in both formal and informal education programmes.
- The MCCN contributes to the development and delivery of specialty related education programs:
 - Participates in both formal and informal education programmes
 - Identifies clinical education needs
 - Collaborates with others in the development and delivery of education programmes
 - Develops educational resources for nurses and other health care professionals.
 - Participates in the orientation of staff

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, MBPH Oncology unit 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
- Documentation requirements as per MBPH case notes and MBPH HIS (Health information system-Trak care)
- Ongoing completion of McGrath reporting requirements

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.
- Ensure all staff attends required emergency, evacuation and Occupational Health and Safety training.
- Is familiar with emergency and evacuation procedures and co-operate with directions from emergency or evacuation wardens and professionals
- Ensures that neither you, other staff, contractors, and visitors wilfully place at risk the health, safety or well-being of yourself or others at the workplace

Leadership and management

The role provides leadership that facilitates the ongoing development of clinical practice that reflects the McGrath Model of Care.

- Acts as a role model and an expert clinician in services to patients with colorectal or lung cancer
- Leads, establishes, and reviews clinical guidelines in the area.
- Provides leadership in the ongoing review of current clinical practice, ensuring it is evidence based and bench marked against peers to ensure best practice.
- Assumes leadership roles, which promote broader advancement of clinical practice. For example, membership of committees, leadership of position papers and development of advanced nursing practice standards.
- Promotes adherence to the Code of Ethics for Nurses in Australia and the Code of Professional Conduct for Nurses in Australia.
- Leadership in branding and awareness of the role and building of internal and external relationships, including referral pathways to the MCCN service

Clinical services planning and management

The MCCN participates in the formal processes for the strategic and operational planning for the clinical service. The role also involves the organisation and delivery of specialist consultant service

- Identifies future issues and new directions for cancer care services.
- Contributes to formal service and strategic planning processes within the organisation.
- Provides on-going comprehensive analysis of current practice and the impact of new directions on the clinical specialty service

Operational Responsibilities

- The MCCN will assess the individual needs of the patient, their families and carers and co-ordinate relevant support services in hospital and/or the community including palliative care services.
- The MCCN will work in collaboration with the cancer nurses within the Health Service and greater cancer care network including telephone/telehealth cancer support services.
- The role of the MCCN requires close liaison with the oncology, radiation oncology, palliative care and allied health departments ensuring the continuity of care and services to patients with Lung or Colorectal cancer
- The MCCN will actively facilitate timely communication within the Multidisciplinary team (including Primary Health care providers) relating to treatment plans, clinical and supportive care needs of the patient and their families.
- The MCCN will provide specialised and relevant education and information on their diagnosis and relevant supportive care resources.
- Provide clinical and supportive care assessments using validated screening tools and techniques within the clinical /optimal care treatment pathways.
- Actively participate in the multidisciplinary team and will be involved in treatment planning.
- The MCCN is funded by the McGrath Foundation. The Foundation will supply the nurse with sufficient information and material about the Foundation to enable the McGrath MBCN to promote the objectives and interests of the Foundation. The Foundation will provide the nurse with appropriate notice of any promotional activities that they may be required to attend.
- The MCCN will be available by phone or pager within business hours to answer queries and provide advice regarding the care of patients who have been diagnosed with lung or colorectal cancers
- The MCCN will be required to meet operational requirements of the McGrath Foundation agreed to with MBPH.
- Ensure specific data required by the Foundation is added to the relevant McGrath Foundation controlled database on a regular and timely basis.
- The MCCN will attend and actively participate in McGrath Foundation education and information sharing events
- The MCCN will support, educate and co-ordinate oral chemotherapy and oral treatment modalities

Resource Management

Adherence to MBPH professional conduct of conduct code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter.

The MCCN provides expert clinical advice to patients, carers, and other health care professionals within the service. The MCCN develops, facilitates implements and evaluates care management plans for patients with Lung or Colorectal cancers

- Provides an expert patient centred consultancy practice both within and across specialties, participating in direct patient care provision.
- Develops specialised education resources for patient/carer.
- Identifies and uses innovative clinical and best practice models e.g., implementation and evaluation of new treatments, technologies and therapeutic techniques relating to the specialty
- Provide clinical assessment, treatment and management for patients using appropriate clinical pathways, in order to promote the most efficient service to these patients.
- Facilitates and co-ordinates patient care in consultation with the multidisciplinary team.
- Recognise the ability of the patient to benefit from the input of multidisciplinary team members and make relevant referrals.
- Participates / collaborates in the design and conduct of quality improvement initiatives

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, palliative care or cancer stream nursing or relevant experience in advanced practice
- Post Graduate Qualification in cancer nursing- oncology and/or Palliative care (or working towards post graduate qualifications)
- Understanding of scope of practice in line with relevant registration
- Demonstrated understanding of the physical and psychosocial needs of patients diagnosed with Lung or Colorectal cancers
- Demonstrated ability to assess, plan, initiate and manage complex cases at an advanced level.
- Ability to manage designated portfolio and display excellent collaborative leadership, teaching and mentoring skills
- Excellent interpersonal oral and written communication skills and the ability to provide, information and education effectively to patients, families and carers.
- Demonstrated ability to work independently and as part of a multidisciplinary team. Demonstrated excellent collaborative, leadership, and teaching skills
- Highly effective communication and interpersonal skills
- Demonstrated effective organisational and time management skills and the capacity to successfully manage competing priorities and meet deadlines.

Desirable:

- Understanding of common treatment regimens for lung or colorectal cancers.
- Proven ability to implement change and develop direction in clinical practice by the use of evidence-based research and best practice principles
- Experience in the development, implementation and review of policy, procedure, and guidelines
- Experience in strategic and clinical service planning
- Experience in the development, implementation and review of policy, procedure, and guidelines
- Proven project management skills with sound organizational and change management skills
- Proven ability to implement change and develop direction in clinical practice by the use of evidence-based research and best practice principles

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

