



POSITION DESCRIPTION

Name:	
Commencement / Last Date Reviewed:	10.03.20
Reviewed By:	NUM Community Nursing

ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
Breast & Gynaecological Cancer Nurse	Community Nursing	Community Nursing	Internal / external service providers
Location	Employment Type	Reports To	Professional Accountability
Wangaratta	Fixed Term	NUM / Ops Director - Community Nursing	NHW

OUR VISION

To Be Recognised Leaders in Rural Health Care

OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

POSITION PURPOSE

Northeast Health Wangaratta is a leading Victorian health service committed to providing quality health care to more than 90,000 people across North East Victoria. We are the major referral facility for people with complex health needs from Bright, Mansfield, Beechworth, Myrtleford, Yarrawonga, Euroa and Benalla. We also provide a telehealth service to these smaller facilities, allowing doctors at Northeast Health to provide medical advice via video link. Our hospital has a 24/7 Emergency Department and offers an extensive range of healthcare services as well as our residential aged care facility Illoura.

The Breast & Gynaecological Cancer Nurse provides a resource, advisory and developmental role to meet the specific clinical nursing and supportive care needs within the NHW catchment area. The position facilitates patient care across various health care services within the region. The nurse provides primary support for patients and continuity of care within the multidisciplinary team. The role is integral in providing collaboration, coordination, delivery and evaluation of care for clients with breast cancer and gynaecological cancer, their families and carers. The service also includes those at risk of developing breast cancer.



RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
Core Role	<ul style="list-style-type: none"> - Promote high quality, integrated, person centred care - Contribute to the development of all staff - Accept accountability for own actions and seek guidance if situations exceed the scope of practice for a Registered Nurse. - Perform nursing interventions and procedures in accordance with Northeast Health Wangaratta policies and procedures. - Collaborate with the multidisciplinary health care team to achieve the desired patient outcomes. - To promote timely access to breast care services, including education, information, support and referral. - Provide leadership in relation to advice, clinical skills and support in assessment, referral, advocacy and care of clients and families/ carers. - Active member of the breast care team including NHW Breast Care Service, Hume Region Breast Care Network, NHW General Tumour Stream MDTM and external health care providers. - Provide support and education for breast care clients, carers and families. - Attend client case reviews (as required), family meetings (as required) and MDTMs including documentation of review / meeting discussions and outcomes. - Present as a role model demonstrating clinical management integrity, openness, flexibility and kindness. - Promote a workplace that is professional, supportive and inclusive. - Encourage a continuous learning environment for all staff and external stakeholders. - To provide leadership and support for staff and build the capacity of nurses, other health care members, and the wider community to respond to breast care health and support needs for individuals, their caregivers and family. - Provide innovative solutions to identified areas of improvement. - Initiate and participate in quality improvement activities. - Ensure clinical practice is in accordance with evidenced based practice. - Actively benchmark performance to maintain best practice standards. - Participate in submission process for accessing new funds or developing growth funding. - Manages change processes in reflective and supportive manner which contributes to strategic direction of the organisation. - Responds promptly to conflict resolution with a focus on a consultative approach to problem solving. - Actively reflects on own professional performance, seeks feedback and participates in own and others professional development. - Demonstrates a commitment to ongoing professional development and achievement of organisational performance indicators. - Accepts personal responsibility for Continuing Professional Development (CPD) and maintains a CPD portfolio as required by AHPRA. - Adhere to legislation pertaining to privacy, confidentiality and the handling of personal information.
	<p>KPI</p> <ul style="list-style-type: none"> - Demonstration of NHW Values and being a role model for these values. - Promote a continuous improvement culture in line with “Hardwiring for Excellence”. - Completion of all organisational mandatory training within designated timeframe - Ability to operate within allocated budget - Achievement of NHW and role specific KPI targets as they apply to your area - Participation in and satisfactory feedback through annual performance review process. - Demonstrates expertise in clinical assessment skills and management of patient’s complex physical and psychosocial needs. - Evidence based assessment tools and patient reported outcomes are completed for all patients and referrals made as required. - Comply with all relevant standards and legislative requirements - Provision of ongoing education to staff internally and externally.



	<ul style="list-style-type: none"> - Evidence of participation in committees and relevant professional groups - Contribution to breast care guidelines, policy and procedures. - Support nursing and medical colleagues to participate in continuing professional development. - Comply with all clinical and / or competency standards, ensuring you operate within your scope of practice and seek help when needed.
Employee Obligations - OHS	<ul style="list-style-type: none"> - 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
	<p>KPI</p> <ul style="list-style-type: none"> - Maintain proactive approach to the identification, management and reduction of risk. - Compliance with completion of all NHW Mandatory Training requirements.
Employee Obligations - Medications	<ul style="list-style-type: none"> - It is an expectation of NHW that all nursing staff actively participate in initiatives to improve medication usage, administration and safety, and will do everything possible to ensure correct, timely and accurate administration of medicines to patients of NHW. This includes verification of all medication orders prior to medication administration and completion of all documentation including signing the NIMC associated with medicine administration and completion of all documentation associated with Schedule 8 and 11 medicines.
	<p>KPI</p>

WORKING RELATIONSHIPS

INTERNAL
NHW staff members

EXTERNAL
Other external stakeholders

SPECIFIC SKILL REQUIREMENTS / QUALIFICATIONS / QUALITIES

Essential

- Current registration as a Registered Nurse Division 1 with the Australian Health Practitioner Regulation Agency (AHPRA)
- Completion of Accredited Breast Care Nurse Course or Postgraduate Certificate / Diploma in Breast Cancer or related field.
- Minimum 3 years experience in Breast Cancer field
- Demonstrated ability to work independently and as part of a multi-disciplinary team
- Commitment to high quality patient care
- Advanced assessment, problem solving, critical thinking and organisational skills
- Excellent clinical reasoning skills
- Ability to work within a team environment
- Evidence of strong interpersonal and communication skills, written and verbal
- High level of reliability and professional conduct
- Demonstrated ability to be innovative and adapt to change
- Demonstrated ability to utilise information and technology applications
- Current knowledge of, and commitment to, research and evidence-based practice in breast cancer



- Awareness of issues in delivery of community services in rural and isolated areas.
- Current valid driver's license

Desirable

- Recent clinical experience in cancer nursing, community nursing, health promotion or related nursing field
- Accredited Lymphoedema Therapists Qualification
- Accredited Gynecological Cancer Course
- Accredited Counselling Qualification
- Experience in facilitating education and support groups
- Experience in planning and delivery of health promotion and community education.
- Certificate IV in training and assessment
- Membership of relevant professional bodies

All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
 - A current Working with Children Check (renewed every 5 years)
 - Statutory Declaration for applicable workers who have lived overseas
 - Ability to comply with the "Behavioural Outcomes" for this role
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Standards of Behaviour

Above the line Our staff will always:

Below the line Our staff will not:

Caring

Show compassion to all people
Demonstrate empathy and understanding
Work as part of the team
Mentor others
Provide encouragement to others
Care for others the way they would like to be cared for themselves

Be disrespectful
Be self-centered
Have inappropriate conversations with others
Display rudeness

Excellence

Commit to the NHW Hardwiring Excellence expectations
Have the courage to question what we do
Persevere to do the best job they can
Strive continuously to improve
Be professional and enthusiastic
Maintain customer focus

Give up
Demonstrate a 'can't-do' attitude
Accept mediocrity
Be unreliable
Pass the buck
Ignore feedback given by patients or colleagues

Respect

Maintain confidentiality and privacy
Listen to others and accept differences
Be punctual
Respond courteously
Greet all people by saying hello, smiling and introducing themselves
Be culturally informed and sensitive
Respect diverse opinions

Be sarcastic
Bully, harass or display aggression
Be judgmental
Withhold information
Contribute to rumours
Leave an untidy workplace

Integrity

Be open and honest
Lead by example
Be responsible and accountable for their own actions
Stand up and take action
Escalate issues or behaviors of concern

Be arrogant
Be dishonest
Be hypocritical
Avoid responsibility
Allow unacceptable behavior

Fairness

Demonstrate consistency
Treat people equally
Be considerate and understanding
Be collaborative and collegial

Discriminate against others
Demonstrate favoritism and exclusion
Refuse to assist others with their workload

Received By Employee

Name: _____

Date: _____