



North Metropolitan Health Service
Job Description Form

HSS Registered November 2016

**CLINICAL NURSE SPECIALIST – CANCER
 COORDINATION SERVICE**

Nurses and Midwives Agreement: SRN Level 2

Position Number: 005975

WA Cancer & Palliative Care Network / System, Policy and Planning Division

Reporting Relationships

Director of Nursing
 HSO Level G12
 Position Number: 005506



Coordinator of Nursing
 RNM SRN 6
 Position Number: 006229



This Position



Also reporting to this supervisor:

- 005719 Staff Development Nurse SRN Level 3
- 006031 Administration Officer HSO Level G3
- 005585 Clinical Nurse Consultant SRN Level 4

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities

The position will be a tumour specific role which provides an effective clinical function. The position holder works under the guidance of the tumour specific cancer nurse coordinator in allocated areas and with a given patient case load to coordinate patient care.

Brief Summary of Duties (in order of importance)

1. Education and Clinical Practice

- 1.1 Coordinates care for identified cancer patients.
- 1.2 Promotes and coordinates application of evidence based practice regarding cancer care.
- 1.3 Identifies educational and supportive care needs of cancer patients and nursing staff.
- 1.4 Coordinates and collaborates with colleagues in the development and implementation of educational and clinical programs.
- 1.5 Coordinates and delivers cancer education to nursing staff both within and external to the organisation as required.
- 1.6 Evaluates service delivery.
- 1.7 Maintains accurate records of nursing assessments and activities.
- 1.8 Collaborates with tumour specific Cancer Nurse Coordinator to provide an effective coordination service.
- 1.9 Contributes to clinical supervision, education, evaluation and performance management.
- 1.10 Responsible for the performance management of self and others.

2. Professional Development, Research and Quality Improvement

- 2.1 Identifies issues of education and training and facilitates research activities.
- 2.2 Accepts responsibility for own actions.
- 2.3 Coordinates, develops, implements and evaluates evidence based cancer nursing.
- 2.4 Demonstrates expertise in demonstrating an ability to assess cancer patients' needs and refer appropriately.
- 2.5 Coordinates continuous quality improvement activities under the supervision of the Cancer Nurse Coordinator.
- 2.6 Accepts responsibility for own professional development through pursuit of further education.
- 2.7 Participates in research activities.
- 2.8 Contributes to Cancer Nurse Coordinator Service development activities through participation committees and working groups both internal and external.

3. Management Responsibilities

- 3.1 Submits requests for new equipment to the Cancer Nurse Coordinator.
- 3.2 Demonstrates effective use of available resources.
- 3.3 Maintains awareness of, and takes ownership of, occupational safety and health and equal employment opportunity issues relating to the department and oneself.
- 3.4 Maintains knowledge of the needs of people with disabilities when accessing health services in designated areas/departments/directorates.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.)
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced level of skill in cancer nursing.
3. High level of communication and interpersonal skills, proven leadership qualities. Ability to work effectively as a member of a team.
4. Demonstrated analytical and problem solving skills.
5. Demonstrated understanding of research methodologies.
6. Demonstrated understanding of quality improvement principles.

Desirable Selection Criteria

1. Bachelor of Applied Science or equivalent.
2. Evidence of cancer specific or tumour specific further education.
3. Evidence of teaching experience.
4. Current “C” or “C.A.” class drivers licence.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name: Carol Cameron
Signature/HE:30556
Date: 13/06/2016

Dept./Division Head

Name: Violet Platt
Signature:
Date:

Position Occupant

Name:
Signature:
Date: