

# Eastern Health

## POSITION DESCRIPTION

|                                |  |
|--------------------------------|--|
| <b>Position Title:</b>         | <b>McGrath Cancer Care Nurse (MCCN) -<br/>First Nations Identified Cancer Specialist Nurse</b>                               |
| <b>Award Classification:</b>   | <b>Clinical Nurse Consultant C Year 1 (ZA7)</b>  |
| <b>Award / Agreement Name:</b> | <b>Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028</b>     |
| <b>Position Reports to:</b>    | <b>Operationally: Deputy Director Operations (Cancer Services)<br/>Professionally: Director of Nursing (Site or Program)</b> |

## EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



## 1. POSITION PURPOSE

In accordance with the mission, values and vision of Eastern Health, the McGrath Cancer Care Nurse (MCCN) supports achieving the goals and objectives of the role and organisation.

The MCCN provides care, information and support for people with cancer across the continuity of care pathways and multidisciplinary teams across the cancer care community within the Eastern Health demographic.

The MCCN will provide collaborative clinical and supportive care for people with cancer and their families, along with the facilitation of communication across the multidisciplinary cancer care team.

The MCCN will have expert knowledge regarding the spectrum of cancer care, inclusive of health assessment, treatment pathways, referrals and on-going facilitation of clinical and supportive cancer care.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

### Key Result Areas

### 1. Key Responsibilities, Outcomes and Activities

#### 1.1 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 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 benchmarked 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.

#### 1.2 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 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.
- The MCCN will provide clinical and supportive care assessments using validated screening tools and techniques within the clinical /optimal care treatment pathways.
- The MCCN will actively participate in the multidisciplinary team and will be involved in treatment planning.
- The MCCN is funded by the McGrath Foundation (Foundation). The Foundation will supply the nurse with sufficient information and material about the Foundation to enable the MCCN 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 cancer.
- The MCCN will be required to meet operational requirements of the McGrath Foundation agreed to with Eastern Health.
- The MCCN will 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.

### **1.3 Resource Management**

Adherence to Eastern Health's 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 complex health needs.

The MCCN:

- 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.
- Provides 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.
- Recognises 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.

### **1.4 Education**

The MCCN contributes to the development and delivery of speciality related education programs.

- Participates in both formal and informal education programs.
- Identifies clinical education needs.
- Collaborates with others in the development and delivery of education programs.
- Develops educational resources for nurses and other health care professionals.
- Participates in the orientation of staff.

### **1.5 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.

### **1.6 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Eastern Health's management performance framework
- Identifying, encouraging, and monitoring the continuing development of others within a learning culture.

## **2. Safe Practice and the Environment**

Contributes to ensuring a safe and hazard-free environment for self and others by taking all appropriate steps to:

- 2.1 Comply with Occupational Health and Safety policies and any subsequent procedures and instructions.
- 2.2 Ensure objectives of Occupational Health and Safety policies are integrated into work practices.
- 2.3 Consult staff on workplace health and safety matters which may affect them and ensure communication of Occupational Health and Safety issues are promoted as a normal component of work.
- 2.4 Ensure all plant, equipment, substances, and work practices / systems are suitable for their intended purpose and meet safety requirements.
- 2.5 Arrange adequate training, information, instruction, and supervision so that work is conducted safely.
- 2.6 Make all contractors and visitors aware of safety procedures.
- 2.7 Take immediate and appropriate steps to report, investigate and rectify any risks to health and safety and report promptly relevant health and safety issues.
- 2.8 Ensure all accidents and near misses are properly reported and recorded and investigations are carried out.
- 2.9 Maintain at all times safe access to and egress from the workplace.
- 2.10 Ensure all staff attends required emergency, evacuation and Occupational Health and Safety training.
- 2.11 Be familiar with emergency and evacuation procedures and co-operate with directions from emergency or evacuation wardens and professionals.
- 2.12 Ensure 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.

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

## **3. Safety and Quality**

It is the responsibility of all staff at Eastern Health to ensure that they provide safe high-quality care to our patients and residents. Safe care means accepting individual and shared responsibility as well as compliance with the Eastern Health policies and protocols by all staff which are constructed to support our Accreditation to the National Standards.

### **Committee Membership**

The MCCN will participate as a member of the following committees:

- Relevant external committees as a representative of Eastern Health.
- As directed by the Deputy Director Operations (Cancer Services).

### **Staff Development**

The MCCN will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs within Eastern Health and the Foundation.

- Maintaining own skills and knowledge and identifying opportunities for professional development.
- Remaining up to date with contemporary human resources practices.
- Contributing to the Eastern Health professional development program as required.
- Participating on performance reviews in accordance with Eastern Health policy.

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based. You are expected to participate in the personal development process on an annual basis.

#### **4. Quality**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

#### **5. Confidentiality**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

#### **6. Equal Employment Opportunity**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The health service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

#### **7. Performance Development**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

#### **8 Eastern Health's Promise**

Our promise to our communities, patients, consumers and staff is that we will be HEALTHIER TOGETHER. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day

**9. Attachments**

- Attachment 1 - Key Selection Criteria
- Attachment 2 - EH Nursing & Midwifery Domains of Practice Professional Framework

**10. Note**

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

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

Manager

**INCUMBENT STATEMENT**

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

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

## ATTACHMENT 1

### KEY SELECTION CRITERIA

|                                |  |
|--------------------------------|--|
| <b>Position Title:</b>         | <b>McGrath Cancer Care Nurse (MCCN) -<br/>First Nations Identified Cancer Specialist Nurse</b>                               |
| <b>Award Classification:</b>   | <b>Clinical Nurse Consultant C Year 1 (ZA7)</b>  |
| <b>Award / Agreement Name:</b> | <b>Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028</b>     |
| <b>Position Reports to:</b>    | <b>Operationally: Deputy Director Operations (Cancer Services)<br/>Professionally: Director of Nursing (Site or Program)</b> |

| <b>Key Competencies:</b>  |
|---|
| <p>The MCCN must demonstrate the following requirements:</p> <p><b>Essential Criteria:</b></p> <ul style="list-style-type: none"><li>▪ Must be of Aboriginal and/or Torres Strait Islander origin.</li><li>▪ Bachelor of Nursing or other recognised equivalent formal qualification leading to condition free registration in Australia.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>▪ Previous experience providing cancer nursing care highly regarded but not mandatory.</li><li>▪ Previous experience working in Aboriginal and/or Torres Strait Islander Health highly regarded.</li><li>▪ Whilst not mandatory, possession of relevant post-graduate qualification (i.e. Graduate Certificate or Graduate Diploma, Master's degree) or evidence of enrolment in such a program is highly desirable.</li></ul> <p><b>Selection Criteria:</b></p> <ul style="list-style-type: none"><li>▪ Ability to build and maintain positive relationships with Aboriginal and/or Torres Strait Islander peoples, communities, Elders and Traditional Owners</li><li>▪ Demonstrated understanding of health and social and emotional wellbeing needs of Aboriginal and/or Torres Strait Islander peoples</li><li>▪ Ability to effectively engage with Aboriginal and/or Torres Strait Islander peoples across language groups and communities</li><li>▪ Ability to communicate an understanding of clients' needs, leveraging both lived experience and Cultural awareness</li><li>▪ Identify and develop resources to assist in the cultural support of patients</li><li>▪ Demonstrated ability to assess, plan, initiate and manage complex cases at an advanced level</li><li>▪ Demonstrated understanding of the physical and psychological needs of patients with cancer, including metastatic disease</li><li>▪ Understanding of common treatment regimens for metastatic cancer</li><li>▪ Proven ability to implement change and develop direction in clinical practice by the use of evidence-based research and best practice principles</li><li>▪ Excellent interpersonal oral and written communication skills and the ability to provide information and education effectively to patients, families, and carers</li><li>▪ Demonstrated effective organisational and time management skills and the capacity to successfully manage competing priorities and meet deadlines</li><li>▪ Demonstrated ability to work independently and as part of a multidisciplinary team</li><li>▪ Demonstrated excellent collaborative, leadership and teaching skills</li><li>▪ Experience in the development, implementation and review of policy, procedure, and guidelines</li></ul> |

- Experience in strategic and clinical service planning.

**Knowledge and Skills:**

- Understanding and commitment to professional standards, codes and behaviors as legislated through the Health Act, Nursing Midwifery Board of Australia, other relevant professional bodies and Eastern Health Policy, Standards and Practice Guidelines.
- Awareness and understanding of National Standards and Accreditation Standards.
- High level communication, both written and verbal
- Demonstrated high level of interpersonal skills with consumers, their families and all health care professionals
- Commitment to ongoing professional development
- Computer literacy and embracing health technologies.



## ATTACHMENT 2 – NURSING & MIDWIFERY DOMAINS OF PRACTICE

The Nursing Midwifery Domains of Practice resource has been developed by the Eastern Health Nursing Midwifery Executive using the domains of nursing as identified by Ackerman et al. (1996)(1) and the National Common Health Capability Resource (2013). Its aim is to support the individual clinician by promoting common behaviours and skills which comprise and represent the complex role of nursing and midwifery.

There are five domains of practice which are considered integral components of the role of all Eastern Health nurses and midwives; comprehensive patient care, support of systems, education, research and professional leadership. (See summary at Table 2).

Recognising that the level of skills acquisition will be dependent on nurses and midwives' specific roles and experience, the domains have been referenced to the 'novice to expert' skills acquisition model first developed by Dreyfus(2) and adapted for nursing by Benner. (3)

Behaviours are specified at five different levels, and reflect an increasing degree of autonomy, complexity, awareness and activity being performed.

*Table 1: Summary of Behaviour Levels*

| Novice   | Advanced Beginner  | Competent  | Proficient  | Expert  |
|--|--|--|---|---|
| Works within a <b>known and stable context</b> , consulting when abnormalities arise <b>before taking action</b> | Works within a <b>known and stable context</b> , consulting when abnormalities arise | Acts <b>independently</b> in <b>routine</b> situations within scope, and responds to <b>known dilemmas</b> | Acts independently in <b>complex situations</b> within scope, and responds to <b>unknown dilemmas</b> | <b>Provide vision and direction</b> and shape and implement strategies and initiatives that <b>enable others</b> to perform as required |

Levels do not equate to roles or hierarchy within the workforce. Instead, the levels reflect what level of behavioural skill is required to achieve the desired care goals or outcomes in a given situation. Levels should be treated as cumulative, meaning that behavioural indicators at subsequent levels in the scale should be read in conjunction with the behaviours specified at any lower level.

Some levels may serve as an aspirational standard in some instances, rather than accurately reflecting behaviours of current practice. Where a gap exists between current and future practice behavioural skill requirements, there should be aspiration to meet the standard specified to enhance or effectively meet individual and community health needs.