Our Vision
People living well

Our Values
We care – We work together – We achieve – We learn – We innovate

Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Albury Wodonga McGrath Breast Care Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting to</td>
<td>Team Leader Health Promotion</td>
</tr>
<tr>
<td>Direct Report/s</td>
<td>Nil</td>
</tr>
<tr>
<td>Budgetary Responsibilities</td>
<td>Nil</td>
</tr>
<tr>
<td>Liaises with Internally</td>
<td>GH staff</td>
</tr>
<tr>
<td>Liaises with Externally</td>
<td>Appropriate agencies and key service providers throughout the Upper Hume catchment and the broader Hume Region, and cross border as appropriate.</td>
</tr>
</tbody>
</table>

**Code of Conduct**

Employees are expected to, at all times:
- Maintain a high professional standard and work with integrity
- Develop a collaborative working relationship
- Communicate with respect and tolerance
- Maintain a client focus
- Adopt a Continuous Quality Improvement approach

**Position Context**

The McGrath Foundation, through its fundraising and awareness activities, aims to provide funding for the employment of specialist breast care nurses across Australia. The purpose is to enable an increased number of women diagnosed with breast cancer in Australia, especially those in rural and regional areas, to access nurses with specialist breast care skills and training.

A Breast Care Nurse is defined by the National Breast and Ovarian Cancer Centre as a “registered nurse who applies advanced knowledge of the health needs, preferences and circumstances of women with breast cancer to optimise the individual’s health and well-being at various phases across the continuum of care, including diagnosis, treatment,
rehabilitation, follow-up and palliative care. This advanced knowledge is based on an in-depth understanding of theory and research relevant to the field of breast cancer nursing. Specifically, BCN practice incorporates advanced knowledge and skills in supportive care, including providing specialized and tailored information and education, psychological support, and clinical care.

The BCN adapts his/her practice according to the specific and changing needs of individual women, taking into account their multiple health needs, concerns and preferences for care. The BCN facilitates continuity of care between different phases of the cancer journey, care settings, care plans and care providers.

Organisation Context

Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).

The Board of Governance provides strategic planning for Gateway Health.

The Board has delegated the operational management of the Agency to the Chief Executive Officer.

Executive staff provide direction, support and leadership to staff.

The Executive comprises;
- Chief Executive Officer
- General Manager Client Services
- General Manager Clinical Services

Program Managers provide immediate support and management within their program areas.

Corporate services are delivered through Finance, Payroll, Information Communications Technology, Human Resources and Quality and Safety.

Review of Position Descriptions:
This position description will be reviewed annually (June 30 each year), when the position becomes vacant or as deemed necessary.

Qualifications & Conditions:

*Applicants MUST address the Selection Criteria below when completing an employment application*

**Selection Criteria:**

| Qualifications: | • Registered Nurse with at least five years post registration experience in either surgical or medical oncology, ideally with at least three years experience as a breast care nurse, or related discipline.  
• Relevant post graduate qualifications in breast care nursing or cancer nursing (minimum first unit of the post graduate certificate, with willingness if deemed necessary to complete the post graduate certificate in breast care nursing). |
|---|---|
| Essential: | • Relevant experience in the management of patients with breast cancer (and/or oncology nursing experience);  
• Demonstrated experience working effectively within a multidisciplinary team and independently  
• Demonstrated ability to deliver quality patient care;  
• Demonstrated time management, organisation and planning skills;  
• Experience in the use of technology to create reports and documents;  
• Demonstrated commitment to total quality management and improved health care outcomes;  
• High level verbal and written communication skills;  
• Demonstrated commitment to developing and improving personal education skills appropriate to the position; and  
• Demonstrated knowledge of and commitment to Occupational Health & Safety. |
| Desirable: | • Computer literacy;  
• Demonstrated knowledge of health care education;  
• Experience in the development and delivery of education programs to clients, carers, the community and health professionals; and  
• Knowledge of research methodology and ability to undertake research |
## Salary & Conditions:

| Salary/Conditions: | Clinical Nurse Consultant C  
|                   | 0.8 eft – 30.4 hours per week (fixed term to Dec 2017)  
|                   | Salary packaging as per company policy  
|                   | 6 month probationary period  
|                   | Current Drivers Licence  
|                   | Current Police Check  
|                   | Based in Wodonga. Travel will be required.  
| Award/Agreement   | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012-2016. |
Key Responsibilities

1. PERSONAL & PROFESSIONAL DEVELOPMENT
Demonstrated experience and understanding of the need for continuation of both personal & professional development.

- Continually develop both personally and professionally to meet the changing needs of your position, career and organisation.
- Have a sound knowledge of relevant organisational policies and procedures as well as program work practices.
- Attend all relevant training sessions provided by the organisation and be actively involved in other training and development as required.
- Actively participate in the organisation's Performance Management System.

2. COMMUNICATIONS & ORGANISATION CULTURE
Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.

- Act in a professional manner at all times when dealing with internal & external clients.
- Positively promote the organisation both internally & externally.
- Maintain confidentiality on all issues relating to the organisation, the clients & fellow colleagues.
- Treat all clients with respect whilst being responsive to their needs, and promote a culture which prioritises client choice at all levels of service delivery.
- Observe and comply with the organisation’s code of conduct.

3. ADMINISTRATION & DOCUMENTATION
Through the use of the organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Ensure the development, implementation and maintenance of policies, procedures and work practices that support the efficient operation of the organisation.
- Ensure that all documentation is accurate and completed in a professional and timely manner.
- Input statistical data using relevant data bases to meet agreed timelines.
- Comply with OH&S and other relevant legislation.

4. TECHNICAL SKILLS & APPLICATION.
Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Provide specialised breast care, information, education and support to clients relating to breast cancer in accordance with evidence based clinical practice guidelines;
- Collaborate with members of the multidisciplinary treatment team and relevant community service providers to coordinate the delivery of client-oriented, specialised support services across the care continuum, to clients and their families; and
- Provide expert clinical advice and clinical leadership on evidence based breast care services to nursing staff, allied health and other members of the multidisciplinary team (or to health care providers a woman with breast cancer may come into contact with).
The Breast Care Nurse’s specific responsibilities can be classified according to six key functions as outlined below:

**Application of Advanced Breast Cancer Knowledge and Skills**
- Develop, implement and promote evidence based BCN standards and policies that are compliant with relevant professional, industrial and legislative requirements for the region.
- Plan, coordinate and provide advanced breast care management across the care continuum to clients with breast disease, from the point of diagnosis, through treatment, rehabilitation, follow-up and palliative care, where appropriate, in accordance with recognised clinical practice guidelines.
- Work with members of the multidisciplinary care team to identify and support clients at higher risk, or exhibiting high levels, of psychological distress at the time of diagnosis and on a regular basis using a systematic evidence based approach, and refer for appropriate support and onward referral.
- Continuously evaluate the client’s condition and response to interventions in a timely manner and modify the BCN management plan when necessary to achieve optimal health outcomes for clients with breast cancer.
- Communicate effectively with other members of the health care team to facilitate efficient, timely and comprehensive assessment and identification of current and potential emotional, psychological, physical and practical needs of clients with breast cancer and their families and/or carers.

**Promotion of Multidisciplinary Care**
- Establish a working relationship, and work collaboratively, with multidisciplinary team members across the continuum of care.
- Liaise with general practitioners, specialist oncologists, cancer care coordinators, community nurses, palliative care and local hospital staff in order to build an efficient and appropriate referral network and framework of support for breast cancer clients.
- Actively facilitate the involvement of the client as a partner in the multidisciplinary team, and ensure that outcomes from multidisciplinary care meetings are incorporated into the care plans of clients.
- Contribute, as part of the multidisciplinary team, to the review of the individual client’s care outcomes and continuous improvement of breast cancer services.

**Facilitation of Client-Focused Support and Treatment**
- Facilitate and provide appropriate individualised information, education and support to clients / carers regarding treatment modalities, supportive care and practical assistance relevant to their needs.
- Promote a client’s ability to participate in care decisions and self-management of health needs, according to assessment of client’s preferences and resources, while ensuring the client has access to appropriate information on which to base decisions.
- Develop, implement and continuously review a comprehensive care plan that is consistent with client’s needs and decisions, and that incorporates interventions to promote continuity of care.
- Coordinate the client’s treatment journey ensuring that key elements of care occur in an ordered and timely manner and that information is collected and available to ensure appropriate treatment decisions can be made.
- Demonstrate a comprehensive knowledge of health services and community resources relevant to breast cancer care across the continuum.
Provision of Client-Specific Information
- Develop, implement and evaluate a plan for providing comprehensive, individualised and timely information to clients about breast cancer and its treatment and effects, including emotional and supportive care issues, and identifying appropriate local referral pathways for women with breast cancer and their families / carers..
- Continuously assess the client’s understanding of their clinical circumstances, treatment and care plan, and preference for information, support and resources.
- Demonstrate comprehensive and advanced knowledge of the pathophysiology and progression of breast cancer, and current evidence regarding breast cancer treatments across the care continuum, and the short- and longer term effects of breast cancer and its treatments.
- Demonstrate comprehensive knowledge of informational resources for breast cancer clients and facilitate access to resources relevant to client needs and preferences.
- Support and clarify information provided to the client by other members of the multidisciplinary care team (where present) regarding breast cancer and its management.

Commitment to Maintenance of Professional Standards
- Maintain a high level of clinical expertise and knowledge through participation in ongoing education and professional development activities.
- Critically appraise and integrate relevant research findings and other developments in decision making about breast cancer care.
- Use relevant sources to seek additional knowledge / information when presented with complex or challenging situations.
- Recognise boundaries of own knowledge/experience, and ensure clients are referred to multidisciplinary care team members for access to additional support and areas of expertise.

Act as a Breast Cancer Resource
- Provide expert advice and professional support to nursing colleagues and others involved in breast cancer care about clinical management and professional issues in breast cancer nursing.
- Disseminate information about research and other developments in breast cancer care to nursing colleagues and others involved in breast cancer care.
- Promote the development of consumer-based support groups and refer clients to useful community based resources, such as the Cancer Council Helpline.
- Promote the BCN service throughout the area health service / region by ensuring that key personnel at all levels (e.g. from health facility receptionist to surgeon) are aware of the BCN role.

5. TEAMWORK & COMMUNICATION
Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.

- Be aware of, and practice according to, the organisation’s objectives and values.
- Demonstrate the ability to work positively within the designated program/team to achieve agreed goals.
- Work harmoniously with other team members to ensure that a quality service is provided to our clients.
- Demonstrate effective communication skills (both verbal & written) in dealing with clients, visitors, staff, etc.
6. CONTINUOUS QUALITY IMPROVEMENT

Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.

- Actively contribute to quality improvement initiatives and other program activities to meet the standards set by the Quality Improvement Council.
- Demonstrate ability to use initiative and skills in planning and prioritising daily activities.
- Demonstrated understanding of all relevant external legislation and internal policies and procedures that relate to this role and the organisation.