

## *Position Description: Registered Nurse – Cancer Care*

Business area: Cancer Care Centre

FTE: As per Conditions of Employment

Reports to: Charge Nurse

### *Position Objective:*

- To be professionally accountable for quality nursing management of patients.
- To facilitate the functioning of an environment conducive to patient and staff safety and well being.
- To support the business objectives of the organisation.

### *Functional Relationships:*

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>• Medical Oncology and Haematology Manager</li> <li>• Oncologists</li> <li>• Haematologists</li> <li>• Radiation Therapists</li> <li>• Hospital Manager</li> <li>• Nursing Coordinators</li> <li>• Patient Care Manager</li> <li>• Nurse Educators</li> <li>• Infection Prevention and Control Coordinator</li> <li>• Other Nursing Staff</li> <li>• All other St George's Hospital staff</li> </ul>	<ul style="list-style-type: none"> <li>• Clinicians</li> <li>• Allied Health Professionals</li> <li>• Patients and Support persons</li> </ul>



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### *Key Areas of Accountability:*

<b>Area of Accountability</b>	<b>Expected Results</b>
<b>Professional Practice</b>	<ul style="list-style-type: none"> <li>• Provides nursing care in accordance with Nursing Council requirements and within the professional boundaries stipulated in the Code of Conduct.</li> <li>• Takes responsibility for maintaining skills, knowledge and competencies as per hospital policies and procedures.</li> <li>• Provides, facilitates, advocates and evaluates nursing care that is evidence-based and is responsive to patient needs.</li> <li>• Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation.</li> <li>• Ensures appropriate communication of patient health assessment information.</li> <li>• Respects privacy, confidentiality of patients, staff and consultants.</li> <li>• Uses Information Technology as required with relevant training (Microsoft Word, Microsoft Outlook and the relevant Patient Management Systems).</li> <li>• Promotes the profession of nursing and presents a positive professional image.</li> <li>• Establishes and maintains a therapeutic relationship with patients / family / whanau / caregivers and relevant others.</li> <li>• Completes assessment and/or treatment requirements with patients / family / whanau / caregivers or authorized representative for patients receiving both chemotherapy and radiotherapy.</li> <li>• Ensures safe and effective planning of care occurs in partnership with the patient / family / whanau.</li> <li>• Provides telephone support and/or advice for patients in relation to current oncology condition/treatment protocols, including referral back to GP or community based nurses.</li> <li>• Encourages patient autonomy, self-determination and management.</li> <li>• Appropriately adapts and modifies patient care based on evaluation(s) / outcomes and information</li> <li>• Administers and monitors prescribed medications according to policies, protocols and procedures</li> <li>• Administers chemotherapy under guidelines of chemotherapy certification.</li> <li>• Maintains certification in chemotherapy and advanced IV management.</li> <li>•</li> </ul>
<b>Interpersonal Relationships/Leadership and Teamwork</b>	<ul style="list-style-type: none"> <li>• Maintains approachability and an open, effective communication style.</li> <li>• Models St George's Cancer Care Centre vision, values and goals.</li> <li>• Respects lines of authority and uses proper channels of communication.</li> <li>• Is open and receptive to feedback.</li> <li>• Establishes collaborative networks across teams for mutual benefit.</li> <li>• Collaborates with peers to achieve strategic goals.</li> <li>• Reinforces patient/client focus through education, practice, policies and/or procedures.</li> <li>• Recognises individual efforts in excellent patient/client focus.</li> <li>• Responds to the changing needs of patients/client groups and appropriately plans education and practice development initiatives to meet service need.</li> <li>• Empowers others to take action to resolve patient/client issues promptly</li> <li>• Creates a culture of patient/client focus through person-centered care.</li> <li>• Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities by planning, implementing and evaluating improvements.</li> <li>• Initiates, participates in design and evaluates audits and applies outcomes to improve service provision.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Participates actively in Ministry of Health Certification and Accreditation process.</li> <li>• Documents and reports incidents accurately in accordance with hospital policy. Participates actively in the development/review of policies and procedures.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintains and continuously updates professional portfolio.</li> <li>• Maintains own professional development and mandatory updates.</li> <li>• Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation .</li> <li>• Identifies own learning requirements/deficits and develops a plan in conjunction with line manager.</li> <li>• Demonstrates and facilitates contemporary knowledge and skills.</li> <li>• Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organisation.</li> <li>• Identifies own learning requirements/deficits and discusses development plan with Manager.</li> <li>• Attends CPR updates and familiarises self with emergency equipment.</li> <li>• Attends relevant study days and in-service education.</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> <li>• Participates in approved research programmes as requested.</li> </ul>
<b>Organisational Culture</b>	<ul style="list-style-type: none"> <li>• Fosters co-operation across the organisation.</li> <li>• Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians).</li> <li>• Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>• Adheres to St George's policies and procedures.</li> </ul>
<b>Cultural safety and Te Tiriti o Waitangi</b> To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health.</li> <li>• Collaborates with colleagues regarding the integration of Te Tiriti o Waitangi principles of partnership, protection, participation and self-determination with Māori.</li> <li>• Displays a willingness to work positively with organisational strategies to improve patient outcomes for Māori</li> <li>• Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensures accidents and untoward incidents occurring in the department are reported.</li> <li>• Takes reasonable care for personal health and safety.</li> <li>• Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at work Act 2015</li> <li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>• Recognises safety hazards and initiates appropriate corrective actions.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Attends fire and evacuation lectures and participates in drills as required.</li> <li>• Participates in Health and Safety training as mandated by St George's from time to time.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Undertakes other duties as requested from time to time</li> <li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>

### *Qualifications, Experience and Personal Qualities*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered nurse</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate education</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Chemotherapy administration</li> <li>• At least 6 months oncology and/or haematology experience</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Self awareness</li> <li>• Motivated</li> <li>• Positive attitude</li> </ul>	

*Agreed by:*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
General Manager