

## ***Position Description: Clinical Nurse Specialist – Systemic Anti-Cancer Therapies (SACT)***

Business area: Cancer Care Centre

FTE: As per Conditions of Employment

Reports to: Cancer Care Charge Nurse

|                    |   |
|--------------------|---|
| <b>Our Vision</b>  | Leading cancer care in Aotearoa – we bring inspiration and innovation together to positively impact the lives of New Zealanders.  |
| <b>Our Mission</b> | To be the patient's choice for world class cancer care delivered by people with passion.  |
| <b>Our Values</b>  | <p>Excellence</p> <ul style="list-style-type: none"> <li>We deliver outstanding care to our patients with a focus on continuous improvement.</li> </ul> <p>Resilience</p> <ul style="list-style-type: none"> <li>We are flexible and responsive to the needs of our patients and our people.</li> </ul> <p>Collaboration</p> <ul style="list-style-type: none"> <li>We work in partnership with our patients, their whanau, and our staff.</li> </ul> <p>Integrity</p> <ul style="list-style-type: none"> <li>We act with authenticity and to the highest standard of performance and conduct.</li> </ul> |

### ***Position Objective:***

- To be professionally accountable for the leadership and provision of safe, effective clinical care to patients and their family/whanau at St George's Cancer Care Centre, in combination with the Cancer Care Charge Nurse.
- To provide effective clinical oversight and coordination of the daily workflow within the medical oncology and haematology treatment area.
- To be professional accountable for quality nursing management of patients, in combination with the Cancer Care Charge Nurse.
- Influence and improve the provision of the service.
- Recommend and implement innovations and developments in the specialty to improve and enhance the provision of a safe service.

### ***Functional Relationships:***

| <b>Internal:</b>   | <b>External:</b>   |
|--|--|
| <ul style="list-style-type: none"> <li>Medical Oncology &amp; Haematology Service Manager</li> <li>Charge Nurse</li> </ul> | <ul style="list-style-type: none"> <li>Clinicians</li> <li>Allied Health Professionals/Services</li> </ul> |

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|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Oncologists/Haematologists</li> <li>• Nurse Practitioner</li> <li>• Clinical Nurse Specialists</li> <li>• Radiation Therapists</li> <li>• Hospital Nursing Coordinators</li> <li>• Other Nursing colleagues</li> <li>• Dietitian</li> <li>• Health Care Assistants</li> <li>• All other St George's colleagues</li> </ul> | <ul style="list-style-type: none"> <li>• Relevant associated groups including Health NZ personnel</li> <li>• Patients and Support persons</li> </ul> |
|--|--|

### ***Key Areas of Accountability:***

| <b>Area of Accountability</b>                                     | <b>Expected Results</b>  |
|---|--|
| <b>Professional Practice</b><br>To role model clinical leadership | <ul style="list-style-type: none"> <li>• Supports the hospital and Cancer Care Centre's mission statement, values and strategic goals through clinical leadership and the provision of expert care to patients, whanau and family.</li> <li>• Provides expert clinical leadership and coordination of resources within the Centre based on the models of care framework and is accountable for the delivery of optimal nursing care.</li> <li>• Leads and contributes to the delivery of integrated nursing care by evaluating and promoting clinical pathways across the patient pathway and continuum of care.</li> <li>• Directs, monitors, and evaluates nursing care provided by colleagues through regular performance appraisals and evaluation.</li> <li>• Role models excellence in service and provides guidance for quality nursing practice in accordance with Nursing Council requirements and within the professional boundaries stipulated in the Code of Conduct.</li> <li>• Manages emergency procedures in their area, maintaining a safe and secure patient/whanau care and work environment by completing annual mandatory training.</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, colleagues 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>• Acts to promote a positive role as a senior member of the nursing team</li> <li>• Establishes, maintains and terminates therapeutic relationships with patients / family / whanau / caregivers and relevant others.</li> <li>• Contribute to patient safety through early identification of treatment toxicities</li> <li>• Provide coordinated supportive care, including education, toxicity management, ensuring continuity of care for patients with complex disease/treatment needs</li> <li>• Ensures safe and effective planning of care occurs in partnership with the patient / family / whanau.</li> <li>• Encourages patient autonomy, self-determination and management.</li> <li>• Acts as an advocate and liaison person for the patient/ family / whanau or caregivers</li> <li>• Administers and monitors prescribed medications according to policies, protocols and procedures</li> </ul> |

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| Area of Accountability  | Expected Results  |
|---|---|
| <b>Clinician Relationships</b><br><b>Exhibit, promote and lead exemplar clinician relationships.</b>  | <ul style="list-style-type: none"> <li>Develops, enhances, and promotes exemplar working and collaborative relationships with the Clinicians who work at St George's Cancer Care Centre including but not limited to: <ul style="list-style-type: none"> <li>Ensuring Cancer Care Centre services are always focused on mutually beneficial goals and associated benefits.</li> <li>Providing constructive feedback for two-way service improvements and developing corrective action plans.</li> <li>Ensuring that resources provide the best-in-class services to our clinicians.</li> </ul> </li> </ul>  |
| <b>Team Leadership</b><br><b>Develops and fosters a team environment that ensures an effective optimum service delivery</b>   | <ul style="list-style-type: none"> <li>Fosters the development of a cohesive team through personal leadership, effective communication, and role modelling St George's Cancer Care Center values: - <ul style="list-style-type: none"> <li>Excellence</li> <li>Resilience</li> <li>Collaboration</li> <li>Integrity</li> </ul> </li> <li>Demonstrates ability to identify, prioritise, analyse and resolve a range of issues/problems within the specialty.</li> <li>Assists Charge Nurse to address HR requirements for the team. Included but not limited to <ul style="list-style-type: none"> <li>Monitoring / managing leave and absenteeism.</li> <li>Rostering to contracted hours.</li> <li>Contributing to strategies for effective succession planning, recruitment, and retention.</li> </ul> </li> <li>Completes Performance Reviews and Planning (PRP) for the reporting RN's and HCAs</li> <li>Resolves team and individual performance issues, escalating as necessary.</li> <li>Supports, coaches and mentors' colleagues with clinical reasoning and professional judgement.</li> </ul>  |
| <b>Clinical Resource management</b><br>To coordinate systems to ensure optimum service delivery   | <ul style="list-style-type: none"> <li>Ensure that all administrative duties relating to the daily functioning of the treatment areas are completed in an appropriate and efficient manner.</li> <li>Acts in the absence of the Cancer Care Charge Nurse</li> <li>Aids in the review of complaints and incidents providing feedback effectively and escalates appropriately</li> <li>Reports to the Charge Nurse, any patient, clinician or colleague requests or issues.</li> <li>Addresses or seeks assistance to resolve any health and safety issues.</li> </ul>  |
| <b>Interpersonal Relationships/Leadership and Teamwork</b><br><br>To ensure effective teamwork and the achievement of Cancer Care's vision and strategic plan<br><br>To communicate effectively with patients, colleagues, other health professionals and the public. | <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> |

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|---|--|
| <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>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><br>To demonstrate a commitment to personal and professional development and actively assists with teaching and training.    | <ul style="list-style-type: none"> <li>Administers systemic anti-cancer therapies (SACT) under guidelines of SACT certification through eviQ.</li> <li>Undertakes responsibility for meeting all the mandatory requirements and area specific certification 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>Fosters an environment conducive to learning, enquiry and research.</li> </ul> |
| <b>Organisational Culture</b><br>To support a strong and positive image of St George's within the community and with key internal and external stakeholders | <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> </ul>  |
| <b>Te Tiriti of Waitangi</b>  | <ul style="list-style-type: none"> <li>Understands and has knowledge of Te Tiriti o Waitangi.</li> <li>Collaborates with colleagues regarding the integration of Te Tiriti principles in practice.</li> <li>Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.</li> </ul>   |
| <b>Cultural Safety</b>  | <ul style="list-style-type: none"> <li>Promotes an awareness of cultural differences amongst colleagues 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><br>To ensure a safe working environment  | <ul style="list-style-type: none"> <li>Complies with and supports all health and safety policies, guidelines and initiatives.</li> <li>Ensures all incidents, injuries and near misses are reported in the St George's H&amp;S reporting tool.</li> </ul>  |
| <b>Other Duties</b><br>To undertake other duties as requested by the Cancer Care Charge Nurse   | <ul style="list-style-type: none"> <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***

|                                   | <b>Essential</b>   | <b>Desirable</b>   |
|-----------------------------------|--|--|
| <b>Qualifications</b>             | <ul style="list-style-type: none"> <li>Registered Nurse with current NZ Practising certificate</li> <li>Advanced learning and contemporary knowledge in the area of specialist practice.</li> </ul>  | <ul style="list-style-type: none"> <li>Oncology/cancer care post graduate qualification</li> </ul>   |
| <b>Experience &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>Over 3 years Oncology experience</li> <li>Good working knowledge of IT systems and programs</li> <li>Advanced health assessment skills</li> <li>Relevant extensive oncology/haematology nursing experience</li> </ul> | <ul style="list-style-type: none"> <li>Over 2 years oncology experience at a senior level</li> </ul> |

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|                            | <b>Essential</b>   | <b>Desirable</b> |
|----------------------------|--|------------------|
|                            | <ul style="list-style-type: none"> <li>Proven ability in nursing leadership or management</li> </ul>   |                  |
| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>Integrity</li> <li>Problem solving skills</li> <li>Motivational skills</li> <li>Uses initiative</li> <li>Is proactive, innovative and adaptable</li> <li>Is an effective communicator</li> <li>Is self-directed and works well under pressure</li> <li>Works well autonomously and as an effective team member</li> </ul> |                  |