

Position Description

Position Title	Medical Oncology & Haematology Manager
Business area:	Cancer Care Centre
FTE:	As per Conditions of Employment
Reports to:	General Manager

Our Vision	Leading cancer care in Aotearoa – we bring inspiration and innovation together to positively impact the lives of New Zealanders.
Our Mission	To be the patient's choice for world class cancer care delivered by people with passion.
Our Values	Excellence - We deliver outstanding care to our patients with a focus on continuous improvement. Resilience - We are flexible and responsive to the needs of our patients and our people. Collaboration - We work in partnership with our patients, their whanau, and our staff. Integrity - We act with authenticity and to the highest standard of performance and conduct.

Position Objective

- To provide effective leadership and management of the Cancer Care medical oncology and haematology service
- To facilitate the functioning of an environment conducive to patient and colleague safety and well-being.
- To support the business objectives of the organisation.

Functional Relationships

Internal:	External:
- Oncologists/Haematologists - Senior leadership team - Charge Nurse - Clinical Nurse Specialists - Nursing team in both Christchurch and Nelson - Pharmacists - Radiation Therapists - Allied Health Professionals - Hospital Coordinators - Ward Services Manager - Quality Manager - Infection Prevention and Control team - Clinical Nurse Educators - other St George's colleagues	- Clinicians - Referrers - Patients and support persons - Other key stakeholders

Position Description

Key Areas of Accountability

Area of Accountability	Expected Results
Leadership	• Supports the Cancer Care mission statement, values and strategic goals through clinical leadership and the provision of expert care to patients, whānau and family • Facilitates clinical and operational oversight for the medical oncology and haematology services and is accountable for the delivery of the service • Facilitates the delivery of integrated nursing care and broader team activity across the Cancer Care Centre, both in Christchurch and Nelson • Promotes business relationships with medical consultants and haematologists to ensure effective communication with the key stakeholders to meet the business and strategic goals of the organization • Collaborates with the medical consultants and haematologists to ensure the provision of high quality, evidence-based treatment, and care • Drives a culture of continuous improvement and high-quality care through quality initiatives such as audit, and performance planning • Completes colleague performance reviews identifying a clear plan for colleagues to meet clinical competencies requirements • Role models and provides guidance for quality nursing practice in accordance with accepted professional standards, codes, policies and relevant legislation • Contributes to strategies for effective succession planning, recruitment and retention within the medical oncology and haematology service
Interpersonal Relationships/Teamwork To ensure effective teamwork and contribute to the achievement of CCC vision and strategic plan. To communicate effectively with patients, colleagues, other health professionals and the public.	• Develops and sustains positive internal and external relationships, through communication and consultation • Ensures an environment that fosters communication and teamwork and collegial support to all CCC colleagues and the broader community • Acknowledges and respects the contribution of others within the team • Contributes positively to the goals of the team and the organisation • Promotes a culture of professional development by engaging with colleagues and initiating strategies to promote professional growth whilst recognising individual abilities and organisational needs • Communicates honestly and openly with team members • Mentors, coaches, acknowledges, empowers and challenges colleagues • Respects and supports colleagues when they make ethical decisions

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Area of Accountability	Expected Results
Professional practice	• Provides nursing care in accordance with Nursing Council requirements and within the professional boundaries stipulated in the Code of Conduct • Takes responsibility for maintaining skills, knowledge and competencies as per hospital policies and procedures • Provides, facilitates, advocates and evaluates nursing care that is evidence-based and is responsive to patient needs • Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation • Ensures appropriate communication of patient health assessment information • Respects privacy, confidentiality of patients, colleagues and consultants • Uses Information Technology as required with relevant training (Microsoft Word, Microsoft Outlook and the relevant Patient Management Systems) • Promotes the profession of nursing and presents a positive professional image • Supporting colleagues to provide patient centered care including whānau / caregivers and relevant others. • Ensures safe and effective planning of care occurs in partnership with the patient / family / whānau • Managers referral triage and provides support and/or advice for patients in relation to current condition/treatment protocols, including referral back to GP or community-based nurses • Manage patient feedback in a timely manner
Professional Development To maintain a high level of professional development	• Maintains and enhances current knowledge and skill base • Actively participates in an annual performance appraisal and the setting of performance objectives • Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the organisation • Fosters an environment conducive to learning, enquiry and research • Engages in clinical supervision and preceptorship or orientation of nursing colleagues, students and other members of the multidisciplinary team
Inter-professional Healthcare and Quality Improvement To maintain a high level of quality improvement	• Leads on quality assurance programmes and audits, to monitor and improve standards of care, supporting the completion of requested documentation and audit activities within specified timeframes • Liaises with Quality Coordinator to ensure incidents and complaints are categorised, reviewed and investigated, and follow up actions for improvement are identified, in a timely manner • Actively participates in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification, QHNZ Accreditation and BFHI certification • Leads on the development and review of written standards • Communicates modifications to procedures and policies as they occur

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Organisational Culture To support a strong and positive image of St George's within the community and with key internal and external stakeholders	- Creates a climate of collaboration, trust and empowerment with the team - Understands and promotes the concept of internal and external customers (e.g. patients, whānau, colleagues and clinicians) and the need for customer focus - Assists in facilitating positive inter-departmental relationships. - Maintains confidentiality in respect to CCC's operations, business, employees, clients and patients - Models CCC's values and adheres to policies and procedures
Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital	- Understands and has knowledge of Te Tiriti o Waitangi - Collaborates with colleagues regarding the integration of Te Tiriti principles in practice - Displays a willingness to work positively with organisational strategies to improve outcomes for Māori
Cultural Safety	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
Health & Safety To promote and ensure a safe working environment	- Ensures the team are informed of and supported to meet relevant health and safety requirements, procedures and safe systems of work - Leads and promotes a positive health and safety culture within their area of responsibility through their behaviours, and visible commitment and safe work practices. Identifies, assesses and manages health and safety risks within their area of responsibility and escalates significant risks as appropriate - Encourages and supports team participation, consultation and continuous improvement in health and safety activities - Ensures all incidents, injuries, hazards and near misses are reported reviewed and investigated as appropriate, and that corrective actions are identified, implemented and monitored
Organisational effectiveness To contribute to the cost effectiveness and changing needs of the hospital business	- Sets appropriate priorities for workload - Looks for ways and means to actively and effectively promote cost effectiveness - Accurately completes cost accounting documents as appropriate. - Ensures department remains within budget and provides rationale for exceptions
Other Duties To undertake other duties as requested by the General Manager from time to time	Performs such duties in a timely, accurate manner and in accordance with policies and procedures

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Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	- Registered Nurse with relevant post basic experience - Holds a current practicing certificate	
Experience & Knowledge	- Previous relevant senior leadership experience in (oncology, haematology, cancer services, or a related specialty, ideally across multiple sites or services) - Extensive clinical experience (8+ years) in systematic anti-cancer treatments - Comprehensive knowledge of current developments, best practice standards, and emerging trends in oncology, haematology, and systemic anti-cancer therapies (SACT).	Relevant postgraduate qualification in cancer nursing, health leadership, health management, or a related field, or a commitment to working towards one.
Personal Attributes	- Demonstrated leadership qualities: Self-awareness; Emotional intelligence, Social intelligence; Exceptional communication skills; Resilience; Leadership agility - Strong strategic thinking and service development skills, with experience leading quality improvement initiatives and service transformation. - Excellent stakeholder engagement and relationship management skills, with the ability to influence and collaborate effectively across clinical, operational, and executive leadership groups. - Experience in clinical governance, quality and risk management, patient safety, and compliance with relevant professional and regulatory standards.	



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	Essential	Desirable
	• Strong operational management capabilities, including workforce planning, resource management, and service delivery optimisation. • Exceptional organisational, analytical, and problem-solving skills, with the resilience to lead effectively in a complex and evolving healthcare environment. •	