

## Position Description: Registered Nurse – Cancer Care

**Business area:** Cancer Care Nelson

**FTE:** As per Conditions of Employment

**Reports to:** SACT CNS (St Georges Cancer Care Nelson)

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| 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  | <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 quality nursing management of patients
- To facilitate the functioning of an environment conducive to patient and colleague safety and wellbeing
- To support the business objectives of the organisation

### Functional Relationships:

| Internal:                                                                                                                                                                                                                                                                         | External:                                                                                                                               |
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| <ul style="list-style-type: none"> <li>Medical Oncology and Haematology Manager</li> <li>Oncologists</li> <li>Haematologists</li> <li>Radiation Manager</li> <li>Radiation Therapists</li> <li>General Manager</li> <li>Hospital Manager</li> <li>Nursing Coordinators</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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| <ul style="list-style-type: none"> <li>• Ward Services Manager</li> <li>• Nurse Educators</li> <li>• Infection Prevention and Control Coordinator</li> <li>• Other Nursing colleagues</li> <li>• All other St George's colleagues</li> </ul> |  |
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### Key Areas of Accountability:

| Area of Accountability       | Expected Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <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, 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>• 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> </ul> |

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| Area of Accountability                                     | Expected Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <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> <li>• Participates actively in Ministry of Health Certification and Accreditation process</li> <li>• Documents and reports incidents accurately in accordance with hospital policy</li> </ul> <p>Participates actively in the development/review of policies and procedures</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <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> </ul>                                                                                                                                                                                                                                                                     |

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| Area of Accountability        | Expected Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                               | <ul style="list-style-type: none"> <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, colleagues, clients and patients</li> <li>• Adheres to St George's policies and procedures</li> </ul>                                                                                                                                                                                                                     |
| <b>Te Tiriti o 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>    | <ul style="list-style-type: none"> <li>• Actively demonstrates sound health and safety behaviours, complies with all health and safety policies, procedures, guidelines, instructions and safe work practices</li> <li>• Takes reasonable care for their own health &amp; safety</li> <li>• Takes reasonable care that their actions or omissions do not adversely affect the health &amp; safety of others at work</li> <li>• Participates in health and safety initiatives, consultation and continuous improvement activities</li> <li>• Promptly reports hazards, incidents, injuries and near misses through our H&amp;S reporting tool</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>                                                                                                                                                                                                                                                                                                                                                                                                             |

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## Qualifications, Experience and Personal Qualities

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