



ROLE DESCRIPTION

Role Title:	Bone Marrow Transplant Coordinator
Classification Code:	Registered Nurse/Midwife Level 2
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network (CALHN)
Hospital/ Service/ Cluster:	RAH
Division:	Cancer Program
Department/Section / Unit/ Ward:	Haematology
Role reports to:	Nurse Unit Manager 7EW1
Role Created/ Reviewed Date:	May 2023
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working with Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Bone Marrow Transplant (BMT) Coordinator is expected to:

- > Co-ordinate the evaluation and preparation of patients for Hematopoietic Progenitor Cell (HPC) transplantation and cellular therapies.
- > Coordinate the evaluation and preparation of Donors of HPC's and other cellular products
- > prioritise clinical issues and case manage patients in various stages of the transplant/cellular therapy process including outpatients and inpatient
- > Act as a clinical resource for other team members, patients/family/caregivers, referring case managers and other health agencies nationally and internationally.
- > Demonstrate understanding of the Guidelines that govern procedures for collection of HPC's i.e. Nata / ISO guidelines
- > Demonstrate understanding of ABMDR Guidelines and policies

Direct Reports:

- > The Bone Marrow Transplant Coordinator reports to the Nurse Unit Manager 7EW1

Key Relationships/ Interactions:

Internal

The Clinical Nurse/Midwife:

- > Maintains a close working relationship with the Associate and Nurse/Midwife Unit Manager.
- > Maintains cooperative and productive working relationships within all members of the health care team
- > Supports and works collaboratively with less experienced members of the nursing team

External

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > the management and care of patients with hematologic malignancies that are treated with HPC transplantation and cellular therapies, including knowledge of disease pathophysiology, diagnostic testing, coordination and timing between completion of standard care and transplant/cellular therapy, treatment eligibility criteria, pre-treatment conditioning regimens, immunosuppressive regimens, side effects and supportive care protocols and long term complications.
- > The assessment and preparation of donor collections including apheresis procedures.
- > Keeping up to date with, implementing and monitoring evidence based practice and quality management initiatives consistent with organisational policies
- > Dealing appropriately and relevantly with children, youth, women and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
- >

Delegations:

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Transplant Donor activity	<ul style="list-style-type: none"> > Manage workload of Donor and transplant activity across inpatient / ambulatory / cellular therapies laboratory / apheresis
Donor's	<ul style="list-style-type: none"> > Donor Identification- obtain all potential donor details from SA / NT and private & public cancer units - Enter all donor details into MAtchpoint > Attend Tissue typing meeting weekly - with ABMDR Donor Search coordinator and transplant physician to help identify the best donors for patients. > Donor Screening – to identify suitability of donor candidates > Schedule and coordinate pre-treatment testing of donor identified > Screening of Allogeneic donors for Psychological assessment > Education of donors – collection process / administration of GCSF > Organise vas cath insertions if required > Schedule donor appointments with haematologists, correlate all assessments for medical review and arrange prescription / consents / additional paperwork etc. > Manage the Scheduling donors for collections activity across apheresis, CTL
Transplant	<ul style="list-style-type: none"> > Attend relevant disease specific Multi D meetings – pathway for referrals for Autologous transplant recipients > Accept referrals from haematologists on potential allogeneic HPC transplant recipients and coordinate presentation of these patients at BMT Multi D meeting > Obtain funding for Unrelated Donor transplant – international Donors and transportation of cells > Plan & coordinate pre transplant assessments and education of patients and carers > Organise secretor Plasma for ABO mismatched transplants > Organise transportation of cells, internationally through ABMDR > Organise transportation of cells +/- accommodation nationally > Schedule patient appointments with haematologists, correlate all assessments for medical review > Organise Infusion prescription / > Educate patients and families/caregivers regarding all aspects of transplantation/cellular therapy > Generate transplant schedules > Organise paperwork required i.e. consents / prescriptions etc. > Organise CVAD insertion / assessment > Provide telephone consultation and follow-up support to patients and their families > Pre admission screening for all transplant recipients > Coordinate the commencement of the post -transplant immunisation programme
Busulfan TDMonitoring	<ul style="list-style-type: none"> > Coordinate testing with Westmead laboratory > Organise pathology samples - centrifuging / freezing of samples > Organise transportation of pathology interstate for testing

	<ul style="list-style-type: none"> > Organise process for results to be communicated to rostered in patient transplant physician and pharmacist
Bone Marrow Harvests	<ul style="list-style-type: none"> > Book theatre / / operators > Book pre anaesthetic clinic > review Educate patients > Organise for overnight stay
CD34 collections/ Donor Lymphocyte Collections / Other cellular Product Collection	<ul style="list-style-type: none"> > Donor collection > Transportation to & from interstate of cells
Data Collection	<ul style="list-style-type: none"> > Generate weekly schedule list – donor collections / referrals / planned transplants / transplant waiting list > Maintain stats on activity – failed collections / no. of referrals / reasons for delays.
Education and Quality Activities	<ul style="list-style-type: none"> > Provide ongoing education to haematology staff - in-services regarding Donor identification / BMT > Participate in the review and development of unit protocols

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills:

- > Effective communication, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively within a multidisciplinary team.
- > Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- > Ability to be creative, innovative and flexible when approaching issues within the clinical setting.

Experience

- > Registered Nurse/Midwife with at least 3 years, full time equivalent, post registration experience.
- > Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
- > Experience in the leadership and direction of student nurses, enrolled nurses and less experienced registered nurses.

Knowledge

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- > Knowledge of contemporary nursing/midwifery and health care issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Where applicable, qualifications relevant to practice setting.
- > Tertiary qualifications in nursing or human services related discipline.

Personal Abilities/Aptitudes/Skills:

- > Ability to work within a team framework that fosters an environment that develops staff potential.
- > Skills in using computers and software relevant to the area of practice.

Experience

- > Experience with bone marrow transplants/haematology preferred.
- > Experience with quality improvement activities.
- > Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.

Knowledge

- > Knowledge of the South Australian Public Health System.
- > Knowledge of contemporary professional nursing issues.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values – Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy – Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019	25/06/2019	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/2019	9/6/2020	Updated legal entities to include new regional LHN's.
V8	10/6/2020		Update Risk Management Statement