

Statement of Duties

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| Position Title: Clinical Nurse Consultant - McGrath Breast Care Nurse | Position Number: Generic | Effective Date: February 2019 |
| Group and Unit: Tasmanian Health Service (THS) - Population Screening and Cancer Prevention | | |
| Section: McGrath Foundation BreastScreen Counsellor | Location: Statewide | |
| Award: Nurses and Midwives (Tasmanian State Service) | Position Status: Permanent/Fixed-Term | |
| | Position Type: Full Time/ Part Time | |
| Level: Grade 6 | Classification: Registered Nurse | |
| Reports To: State Manager | | |
| Check Type: Annulled | Check Frequency: Pre-employment | |

Focus of Duties:

The focus of the Breast Care Nurse (BCN) position funded by the McGrath Foundation is to improve the quality and continuity of care and support provided to clients diagnosed with breast cancer across the continuum of care.

The Breast Care Nurse provides a pivotal contact point for continuity of care for people diagnosed with breast cancer. The position supports and coordinates the patient's care from diagnosis through surgery, the post-operative period, discharge from hospital back to the community, and as an integral part of the multi-disciplinary team throughout the patient's treatment.

A Breast Care Nurse is defined by the National Breast and Ovarian Cancer Centre as a "registered nurse who applies advanced knowledge of the health needs, preferences and circumstances of women with breast cancer to optimise the individual's health and well-being at various phases across the continuum of care, including diagnosis, treatment, rehabilitation, follow-up and palliative care. This advanced knowledge is based on an in-depth understanding of theory and research relevant to the field of breast cancer nursing. Specifically, BCN practice incorporates advanced knowledge and skills in supportive care, including providing specialized and tailored information and education, psychological support, and clinical care¹".

The BCN adapts his/her practice according to the specific and changing needs of individual women, taking into account their multiple health needs, concerns and preferences for care. The BCN facilitates continuity of care between different phases of the cancer journey, care settings, care plans and care providers².

¹ National Breast Cancer Centre. *Specialist Breast Nurse Competency Standards and Associated Educational Requirements*. Camperdown, National Breast Cancer Centre, 2005, Page 5.

² *Ibid*.

Duties:

The Breast Care Nurse's specific responsibilities are classified according to six key functions as outlined below.

1. Application of Advanced Breast Cancer Knowledge and Skills

- Develop, implement and promote evidence-based BCN standards and policies that are compliant with relevant professional, industrial and legislative requirements for the region.
- Plan, coordinate and provide specialised breast care management across the care continuum to clients with breast disease, from the point of diagnosis, through treatment, rehabilitation, follow-up and palliative care, where appropriate, in accordance with recognised clinical practice guidelines.
- Work with members of the multidisciplinary care team to identify and support clients at higher risk, or exhibiting high levels, of psychological distress at the time of diagnosis and on a regular basis using a systematic evidence based approach, and refer for appropriate support and onward referral.
- Continuously evaluate the client's condition and response to interventions in a timely manner and modify the BCN management plan when necessary to achieve optimal health outcomes for clients with breast cancer.
- Communicate effectively with other members of the health care team to facilitate efficient, timely and comprehensive assessment and identification of current and potential emotional, psychological, physical and practical needs of clients with breast cancer, their families and /or carers.

2. Promotion of Multidisciplinary Care

- Establish a collaborative working relationship with multidisciplinary team members across the continuum of care.
- Liaise with general practitioners, oncologists, cancer care coordinators, community nurses, palliative care and local hospital staff in order to build an efficient and appropriate referral network and framework of support for breast cancer clients.
- Actively facilitate the involvement of the client as a stakeholder in the multidisciplinary team, and ensure that outcomes from multidisciplinary care meetings are incorporated into care plans.
- As part of the multidisciplinary team, contribute to the review of the individual client's care outcomes and continuous improvement of breast cancer services.

3. Facilitation of Client-Focused Support and Treatment

- Facilitate and provide appropriate individualised information, education and support to clients/carers regarding treatment modalities, supportive care and practical assistance relevant to their needs.
- Promote a client's ability to participate in care decisions and self-management of health needs, according to assessment of client's preferences and resources, while ensuring the client has access to appropriate information on which to base decisions.
- Develop, implement and continuously review a comprehensive care plan that is consistent with client's needs and decisions, and that incorporates interventions to promote continuity of care.

- Coordinate the client's treatment pathway ensuring that key elements of care occur in an ordered and timely manner and that information is collected and available to ensure appropriate treatment decisions can be made.
- Demonstrate a comprehensive knowledge of health services and community resources relevant to breast cancer care.

4. Provision of Client-Specific Information

- Develop, implement and evaluate a plan for providing comprehensive, individualised and timely information to clients about the treatment and effects of breast cancer, including emotional and supportive care issues. Identify appropriate local referral pathways for women with breast cancer and their families / carers.
- Continuously assess the client's understanding of their clinical circumstances, treatment and care plan, and preference for information, support and resources.
- Demonstrate comprehensive and advanced knowledge of the pathophysiology and progression of breast cancer, and current evidence regarding breast cancer treatments across the care continuum, and the short- and longer term effects of breast cancer and its treatments.
- Demonstrate comprehensive knowledge of information resources for breast cancer clients and facilitate access to resources relevant to client needs and preferences.
- Support and clarify information provided to the client by other members of the multidisciplinary care team (where present) regarding breast cancer and its management.

5. Commitment to Maintenance of Professional Standards

- Maintain a high level of clinical expertise and knowledge through participation in ongoing education and professional development activities.
- Critically appraise and integrate relevant research findings and other developments in decision making about breast cancer care.
- Use relevant sources to seek additional knowledge / information when presented with complex or challenging situations.
- Recognise boundaries of own knowledge/expertise, and ensure clients are referred to multidisciplinary care team members for access to additional support and areas of expertise.

6. Act as a Breast Cancer Resource

- Provide expert advice and professional support to nursing colleagues and others involved in breast cancer care about clinical management and professional issues in breast cancer nursing.
- Disseminate information about research and other developments in breast cancer care to nursing colleagues and others involved in breast cancer care.
- Promote the development of consumer-based support groups and refer clients to useful community-based resources, such as the Cancer Council Helpline.
- Promote the BCN service throughout the area health service / region by ensuring that key personnel at all levels (e.g. from health facility receptionist to surgeon) are aware of the BCN role.

7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- Provide specialised breast care, information, education and support to clients relating to breast cancer in accordance with evidence based clinical practice guidelines.
- Collaborate with members of the multidisciplinary treatment team and relevant community service providers to coordinate the delivery of client-oriented, specialised support services across the care continuum, to clients and their families.
- Provide expert clinical advice and clinical leadership on evidence based breast care services to nursing staff, allied health and other members of the multidisciplinary team (or to health care providers a woman with breast cancer may come into contact with).
- Work collaboratively with the BreastScreen Program to facilitate the continuum of care through the early part of the cancer journey.
- Act as a conduit between BreastScreen and Breast Care nurses in other parts of the State to ensure seamless transition of care and support for women from diagnosis, through surgery and treatment to survivorship.
- Generally works autonomously within BreastScreen and the Royal Hobart Hospital but also works in collaboration with the BreastScreen Clinical Services Coordinator, Nurse Unit Managers, Outpatient Clinics, Holman Clinic and other breast care nurses state-wide.
- The occupant will be required to participate in staff training, quality improvement activities and team meetings.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.

- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirements:

- Relevant post graduate qualifications or willingness to complete the post graduate certificate in breast care nursing or cancer nursing.
- Current Driver's Licence.

Selection Criteria:

1. Extensive post registration experience in either surgical or medical oncology, ideally with at least 3 years of experience as a breast care nurse or related discipline.
2. Experience and demonstrated ability to provide advocacy, support, assessment and referral.
3. Demonstrated commitment to continuous quality improvement and the ability to deliver quality patient care.
4. Demonstrated ability to work in and with a multidisciplinary team.
5. High level verbal, written, interpersonal, planning and organisational skills.
6. Demonstrated commitment to developing and improving personal education and skills appropriate to the position.
7. Computer literacy.
8. Experience in the development and delivery of education programs to clients, carers, the community and health professionals.
9. Knowledge of research methodology and the ability to undertake research.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DoH and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.