DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:**  | Clinical Nurse Consultant - Melanoma |
| **Position Number:** | 530812 |
| **Classification:**  | Registered Nurse Grade 6 |
| **Award/Agreement:**  | Nurses and Midwives (Tasmanian State Service) Award |
| **Group/Section:** | Northern Cancer Service  |
| **Position Type:**  | Fixed-Term, Part Time |
| **Location:**  | North, North West |
| **Reports to:**  | Nurse Unit Manager – W.P. HolmanClinic |
| **Effective Date:** | September 2024 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:**  | Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.*\*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 if a registration/licence is revoked, cancelled or has its conditions altered.* |
| **Desirable Requirements:** | Relevant post graduate qualifications or willingness to complete the post graduate certificate in myeloma care nursing and / or cancer nursing. |
| **Position Features:** | There is the expectation that the staff member will be required to work for, or at other sites of the Northern Cancer Service. |

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

### Primary Purpose:

The Clinical Nurse Consultant (CNC) – Melanoma:

Provides clinical leadership and direction to improve the quality and continuity of care and support provided to clients diagnosed with melanoma across the continuum of care in North/Northwest Tasmania.

Provides a pivotal contact point for continuity of care for people diagnosed with melanoma. Provides authoritative clinical expert advice and supports the patient’s care from diagnosis and is an integral part of the multidisciplinary team throughout the patient’s care pathway.

Co-ordinates implementation of care across different phases of the cancer journey and across health care settings to facilitate continuity of care and effective use of health care resources relevant to the needs of the person affected by melanoma.

The CNC – Melanoma works through Lead Clinicians and the Director Northern Cancer Service to:

Provide a significant degree of autonomy and independent decision making to develop the service.

Provides authoritative advice at oncology team meetings to support patient care specific to melanoma care.

Develop pathways protocols and guidelines in relation to melanoma care consistent with the national framework.

### Duties:

1. Plan, coordinate and provide advanced melanoma care management following medical referral across the continuum of care to clients with melanoma; from the point of diagnosis, treatment decision-making, rehabilitation, follow up and palliative care, where appropriate, in accordance with recognised clinical practice guidelines.
2. Provide clinical leadership in nursing and to other specialist professionals to ensure the effective functioning of a mutually supportive health care team for the patient journey.
3. Provide authoritative expertise in melanoma patient care and identify improvements in care coordination and service accessibility within the CNC - melanoma field.
4. Communicate effectively with other members of the health care team to facilitate efficient, timely and comprehensive assessment utilising an agreed screening tool including identification of current and potential emotional, psychological, physical, and practical needs of clients with myeloma and their families and/or carers, in close collaboration with Melanoma Institute Australia (MIA).
5. In collaboration with MIA, Nurse Unit Managers (NUM), the Director, other nursing staff, medical and allied health professionals, develop, implement, and evaluate policy and practice activities, including review and strategy development to meet current and future service priorities and quality improvement safety programs, provide authoritative advice and recommendations in relation to the effectiveness of nursing service activities and health outcomes.
6. Provide a direct source of contact for patients and primary care physicians accessing melanoma services, establishing effective and professional relationships with clients, medical practitioners and other members of the multidisciplinary health team and stakeholders to optimise outcomes for patients/clients and their families across health sectors.
7. Conduct and participate in quality improvement and clinical research activities and initiate strategies, and related training, for change in nursing practice specific to melanoma care, fostering a climate of critical thinking, research, and quality improvement to continually develop and implement best practice.
8. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. 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.

### Key Accountabilities and Responsibilities:

 In accordance with Agency policy and legal requirements, the CNC practices autonomously with operational responsibility to the Director Northern Cancer Service and NUM - WP Holman Clinic. The CNC is responsible for the delivery of contemporary evidence-based specialist melanoma care nursing practices, demonstrating, advanced and extended practice skills in the assessment, diagnosis, planning, implementation, and evaluation of the care of clients. The CNC - melanoma will:

* Provide expert clinical advice and clinical leadership regarding melanoma care to acute and community-based patients, family members, carers and staff within a multidisciplinary team.
* Develop and maintain effective relationships with internal and external service providers to achieve positive heath care outcomes for acute and community-based patients/clients and their families/carers.
* Report CNC- melanoma activity to MIA as per requirements outlined in the current MIA Funding Agreement.
* Develop and deliver educational programs which promote melanoma care standards and principles to support the professional development of staff and improve health care services delivery; and
* Lead the development, implementation and evaluation of quality practices, policy and procedure development and research activities to improve the body of nursing and melanoma knowledge.
* Practice within the Australian Nursing and Midwifery Council (ANMC) Professional Code of Conduct, Code of Ethics, and competencies for Registered Nurses.
* Work in collaboration with the Director of Nursing, MIA.
* Always comply with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
* Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
* Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
* Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
* Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category x position.

### Pre-employment Conditions:

*It is the Employee’s responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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:
	1. crimes of violence
	2. sex related offences
	3. serious drug offences
	4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Extensive experience as a registered nurse with demonstrated advanced competence in contemporary melanoma care nursing and management with awareness and understanding that ensures optimal patient care/outcomes across the health continuum.
2. Demonstrated high level interpersonal communication skills, both written and verbal, mediation and conflict resolution skills and a proven ability to educate, influence and be credible to a range of health professionals and consumers.
3. Well-developed and strong leadership skills with the ability to collaborate within a multidisciplinary team to consult, refer, liaise, and negotiate on complex professional, clinical service and health systems issues.
4. Demonstrated high level problem solving, conceptual and analytical skills with the ability to make independent and collaborative judgments.
5. Demonstrated capacity to undertake research, develop and apply quality improvement principles and strategies in melanoma care nursing.
6. Demonstrated experience in the development of policies, protocols, and procedures in consultation with relevant stakeholders.

### Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).