

Position Description

Position Title:	Cancer Care Coordinator
Classification:	Registered Nurse
Division:	Nursing
Department / Unit:	MHICC
Reports to:	Director of Clinical Services / Associate Director of Clinical Services
Salary and Conditions:	As per the current MHPH Nurse Enterprise Agreement and the National Employment Standards
Immunisation Risk Category:	Category A

Hospital Description

Mildura Health Private Hospital (MHPH) is a 56-bed private hospital including a 29-bed Medical/ Surgical In-patient Ward, with two enhanced care beds and a treatment room; a Day Procedure Unit; five Operating Theatres, a Day Oncology Unit; and partnership with Mildura Health Private Consulting.

Specialties include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

The Mildura Health ICON Cancer Centre incorporates Medical Oncology services with eight treatment chairs and a procedure room, Radiation Oncology services (ICON Cancer Care), consulting rooms and telehealth facilities.

Our Vision

Your health, your choice.

Mission Statement

Providing life-long, exceptional health care when you need it.

Our Values



Honesty

We act with uncompromising honesty and integrity in everything we do.



Fairness

We operate in accordance with the rules and an ethical framework.



**Respect
the Rights
of Others**

—We show respect for the dignity of the individual and mutually respect and value each other.



Independence

We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

Position Summary

The role of the Cancer Care Coordinator encompasses multiple aspects of cancer care delivery:

- Multidisciplinary team meeting participation
- Supportive and clinical care assessment

- Provision of required care and clinical treatment
- Referral practices and effective coordination of care across different clinicians, teams, and health services
- Provision of education and information to patients and carers
- Clinical leadership, mentoring
- Data collection
- Quality improvement and practice development.

Mandatory Requirements

- Current AHPRA Registration.
- Satisfactory National Police Check.
- Current Employee Working with Children's Check.
- Immunisation History (MHPH will supply documentation).
- Satisfactory Health Declaration (MHPH will supply documentation).
- Photo Identification (Drivers Licence / Passport).
- Vaccination against Influenza is a mandatory requirement for healthcare workers in Victoria, and as such, all employees at Mildura Health Private Hospital.
- In accordance with the Australian Technical Advisory Group on Immunisation (ATAGI) advice and the Australian Immunisation Handbook, it is strongly recommended that Victorian healthcare workers remain up to date with their COVID-19 vaccinations.

Key Selection Criteria

- Post Graduate qualifications in oncology (desirable).
- Previous experience working in oncology setting.
- Previous management experience (desirable).
- Recent experience in the private healthcare sector (desirable).
- Sound understanding of quality management systems / principles including quality improvement; workplace health and safety; infection control and healthcare accreditation programs.
- Excellent communication, organisational and time management skills.

Key Responsibilities

- Attendance at Multidisciplinary team and other meetings in relation to the planning and delivery of care.
- Facilitate timely scheduling of appointments, diagnostic testing, and procedures to expediate the treatment plan and promote continuity of care.
- Facilitate continuity of care between health professionals and across care settings by establishing clear referral pathways and timely communication.
- Act as a liaison between people affected by cancer and members of the health care team.
- Undertake comprehensive assessment and screening for clinical, psychological, and supportive care needs upon initial encounter and periodically throughout treatment.
- Identify people at risk for adverse clinical and psychological outcomes and those with potential barriers to care.
- Provide timely and consistent education and information to patients and their families.

- Provide clinical leadership and mentorship within the clinical team.
- Provide clinical support to medical oncologist/s.
- Facilitate delivery of cancer care consistent with evidence-based guidelines.
- Implement and participate in quality improvement activities that aim to improve provision and coordination of care and optimise outcomes for individuals and services.
- Manage oral chemotherapy treatment regimens.
- Manage supportive therapy treatment regimens (subcutaneous and intramuscular)
- Coordinate phone triage / symptom urgent review clinic (SURC).
- Coordinate patient follow-up post initial treatment.

General Responsibilities

- Practice in accordance with the Nursing and Midwifery Board of Australia Code of Professional Conduct and Code of Ethics
- Understand and practice within own scope of practice
- Integrate nursing and health care knowledge, skills, and attitude to provide high-quality, safe, and effective nursing care
- Other tasks as directed by the Director of Clinical Services / Nurse Unit Manager as falling within the scope of practice and role within the organisation.

Management

- Contribute to the professional development of others including preceptorship of new staff and/or students on placement.
- Exercise economy in the use of resources, supplies and time.
- Actively participate in team meetings, staff forums and other meetings relevant to role and as requested by manager.

Professional Development

- Participate in the hospital appraisal process.
- Complete mandatory competencies as directed and per the Training/Competency Calendar.
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education.
- Keep abreast of technology relating to the area.

Safety and Quality

- Demonstrate an understanding of the MHPH Quality Management System and actively contribute to quality improvement activities and the hospital's plan to achieve organisational objectives.
- Understand, contribute to, and participate in the hospital ISO certification process.
- Understand, contribute to, and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to MHPH.

Occupational Health and Safety

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies, procedures and legislation, proactively reporting hazards, incidents, and injuries to manager

- Make proper use of all safeguards, safety devices and personal protective equipment.
- Take appropriate care to protect the health and safety of self and others.

Signed Employee:	Date:
Signed DCS / CSM / CEO:	Date: