

Government
of South Australia**Health**Eyre and Far North
Local Health Network**ROLE DESCRIPTION**

Role Title	Cancer Care Coordinator - Nurse Unit Manager
Classification Code	Registered Nurse/Midwife Level 3 (RN/M3)
Position Number	P51853
Local Health Network	Eyre and Far North Local Health Network
Hospital/ Service/ Cluster	Port Lincoln Hospital
Division	Nursing Services
Department/Section / Unit/ Ward	Cancer Services
Role reports to	Director of Nursing and Midwifery
Role Created/ Reviewed Date	December 2022/July 2024/ October 2025
Criminal History Clearance Requirements	☒ NPC/NCCHC – Unsupervised contact with vulnerable groups ☒ DHS Working With Children Check (WWCC) ☐ NDIS Worker Check Please click here for further information on these requirements
Immunisation Risk Category	Category A (direct contact with blood or body substances) Please click here for further information on these requirements

ROLE CONTEXT**Primary Objective(s) of role:**

Employees classified at this level provide clinical nursing/midwifery expertise for specified individual patients/clients and/or groups/populations, and/or provide clinical leadership for an area of practice. Employees classified at this level are experts within their area and stream of practice and have a significant degree of autonomy and decision making. The main focus of this role is the line management, coordination and leadership of nursing/midwifery and/or multi-disciplinary team activities to achieve continuity and quality of patient/client care and outcomes.

Various practice models may be used to enact this role, including but not limited to:

- Cancer Care Coordination
- Facilitating delivery of cancer care services consistent with established and emerging evidence-based guidelines and standards of care
- Providing line management, coordination and leadership of nursing support specific to the Chemotherapy Unit/Services.
- Coordinating and managing projects, programs and/or research to achieve improved patient/client outcomes and/or service delivery;

Employees in this role accept accountability for their nursing/midwifery practice, the outcomes of nursing/midwifery practices for the specific patient/client group, the professional advice given, delegations of care made and for addressing inconsistencies between practice and policy and for developing team performance and a positive work culture in the interest of patient/client outcomes.

Direct Reports:

Direct reports to this position include:

- Level 1 & 2 RN/Ms
- Enrolled Nurses
- Assistants in Nursing/Midwifery

Key Relationships/ Interactions:

Internal

- > Maintains close collaborative working relationships with all level 3 Nurses/ Midwives.
- > Provides direct line report and maintains a close working relationship with the Associate Nurse/Midwife Unit Manager (Level 2) and the Clinical Nurse/Midwife (Level 2).
- > Provides direct line report and maintains cooperative and productive working relationships within all members of the health care team.
- > Provides direct line report and maintains, supports and works collaboratively with less experienced members of the nursing/ midwifery team.
- > Collaborative working relationships with the multidisciplinary team and people and culture consultants.

External

- > Maintains relationships with non-government organisations or other government organisations.
- > Maintain professional relationships with external Cancer Care providers, Tertiary Centres and other appropriate SA Health based organisations.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Managing change in the Chemotherapy Unit to ensure compliance to all relevant standards.
- > Managing a team and addressing inconsistencies in between practice and policies/procedures
- > Monitoring and managing unit/divisional resources within scope of role and promoting a culture of due diligence
- > Keeping up to date with, professional standards of practice, implementing and monitoring evidence based practice and quality and safety initiatives consistent with organisational policies
- > Dealing appropriately and relevantly with patients 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:

- > Financial Delegations Group E level 6
- > Human Resource Delegations level 6

Resilience:

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

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SA Health values and strategic directions.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

General Requirements:

*NB References to legislation, policies and procedures includes any superseding versions

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

- > Work Health and Safety Act 2012 (SA) - maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act 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.
- > 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)*
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009 (SA)* and Regulations
- > *Controlled Substances Act 1984 (SA)* and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > Comply with all SA Health, EFNLHN and workplace Policies, Procedures, Guidelines, and Standards.
- > 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.
- > SA Health Respectful Behaviour (including management of bullying and harassment) Policy.
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)

Confidentiality and 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.

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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.

Cultural Statement:

The Eyre and Far North Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC) / Nationally Coordinated Criminal History Check (NCCHC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police or a Nationally Coordinated Criminal History Check (NCCHC) confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates / Nationally Coordinated Criminal History Check must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue
- > The position is primarily located at EFNLHN but the incumbent maybe required to work from other sites within EFNLHN area.
- > Must be an Australian Resident or hold a current working visa.
- > Current driver's license and willingness to drive.
- > Appointment is subject to immunisation risk category requirements (see page 1). 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.
- > The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, EFNLHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does not apply to existing LHN employees with continuous employment within the LHN which commenced prior to 1 October 2016.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	> Coordinate the delivery of Cancer Care Services within established and emerging evidence based guidelines. > Integrate contemporary information and evidence, with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level e.g. expert clinical knowledge underpins and informs the ability to support, lead and/or provide and oversight expert clinical care; develop and guide appropriate clinical education, and/or provide management activities that contribute to improve and optimise nursing/midwifery practice. > Provide the pivotal leadership, integrate corporate management activities and local service coordination to achieve continuity and quality of patient/client care and outcomes and efficient patient/client flow
Support of health service systems	> Use available information systems: to inform decision making, to implement and co-ordinate processes for quality improvement, to monitor and analyse incidents and accidents, to ensure quality and safety is not compromised, to evaluate outcomes and convey information to staff. > Contribute to the development of, implementation of, and monitoring of corporate policies and processes and lead in their area of expertise. > Management of resources with due diligence. > Implement and co-ordinate within span of control, processes for quality improvement and continuity within corporate risk management and nursing/midwifery professional practice frameworks. > Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures. > Maintain productive working relationships and manage conflict resolution. > Implement local processes to operationalise the corporate risk management framework including investigating complaints, incidents and accidents > Integrate corporate and local unit/ward/program/service human and material resource management in collaboration with other Nurse/Midwife Managers. > Change local processes and practices in accordance with emerging service needs, care evaluation results, identified imminent systems problems, and coordination of local activities with corporate systems. > Undertake and/or oversee, within their span of control, some or all local resource management within the corporate administrative framework. Including some or all of the following within their defined ward/unit/value stream or program: recruitment, staffing, leave management. rostering, work allocation and attendance management. financial and supplies planning and monitoring. > Maintain a safe work environment/staffing levels/skill mix/recruitment and retention.
Education	> Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role. > Initiate and develop employee training programs commensurate with changing trends in treatment within the Chemotherapy Unit.

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	> Responsible for ensuring that all Chemotherapy education and training requirements and completed as per current standards and policies. > Develop and maintain a learning environment, taking a coaching approach to team development, individual capability development and performance development
Research	> Contribute specific expertise to monitor and evaluate research activities in order to improve nursing or midwifery practice and service delivery. > Establishing, implementing, and evaluating systems, which ensure best practice/evidence and patient/client outcomes. > Applies evidenced based recommendations to improve practice and service function. > Contribute to clinical practice research. > Uses metrics and research outcomes to identify the need for future evaluation or research action in order to improve practice and service delivery.
Professional leadership	> Provides leadership and direction, acts a role model, mentor, consultant, and resource person. > Lead nursing/midwifery clinical practice within the professional practice framework established by the Director of Nursing/Midwifery and/or lead a multidisciplinary team. > Contribute to the redesign of care and treatment practices. > Leads changes to models of care. > Membership on relevant Committees and Working Parties may be required at the discretion of the Director of Nursing/Midwifery.

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. **OR**
- > Registered or eligible for registration as a Nurse/Midwife with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate. **OR**
- > Registered or eligible for registration as a Midwife with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate. **AND**
- > Current Antineoplastic Drug Administration (ADAC) certification

Personal Abilities/Aptitudes/Skills:

- > Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation skills
- > Ability to work effectively within a multidisciplinary team
- > Ability to prioritise workload and meet set timelines
- > Demonstrated ability to foster a workplace environment that develops staff potential
- > Proven ability for flexibility, innovation, and creativity within the whole of service setting
- > Demonstrated ability in the leadership and facilitation of change management
- > Demonstrated ability in leading and promoting consumer engagement initiatives

Experience

- > Registered Nurse/Midwife with at least 3 years post registration.
- > Demonstrated competence in clinical Oncology/Haematology nursing/midwifery practice in accordance with the appropriate standards of practice.
- > Demonstrated experience in management and leadership roles
- > Experience to perform a broad range of clinical, supportive care and strategic roles in the cancer context
- > Experience in the supervision of students, enrolled nurses and less experienced registered nurses and or midwives.
- > Experience in the use of computer software such as Microsoft Office Suite.

Knowledge

- > eviQ System
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards
- > Employees must understand their responsibility to maintain the integrity, confidentiality and security of official information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only access and/or release information in accordance with the requirements of their role, relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- > Knowledge of Australian National Safety and Quality and Safety Health Service Standards
- > Knowledge of contemporary professional nursing and or midwifery and health care issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > eviQ Immunotherapy Modules
- > Tertiary qualifications in Oncology.

Personal Abilities/Aptitudes/Skills:

- > Skills in using computers and software relevant to the area of practice
- > Ability to analyse complex clinical data
- > Ability to undertake presentations to community and professional groups

Experience

- > Experience with quality improvement methodologies for clinical activities
- > Experience in evaluating the results of nursing and or Midwifery research and integrating, where relevant, the results into nursing and or midwifery practice
- > Experience in clinical management and leadership roles
- > Experience in facilitating nursing or midwifery related research and applying findings to the area of practice.
- > Experience in organisational strategic planning.

Knowledge

Knowledge of the South Australian Public Health System.

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

SA Health Goals and Strategies:

The achievement of key SA Health goals, directions and strategies are articulated within the following:

- > South Australian Health and Wellbeing Strategy 2020-2025
- > State Public Health Plan 2019-2024
- > SA Health Strategic Clinical Services Plan 2021-2031
- > SA Mental Health Services Plan 2020-2025
- > SA Health Clinical Services Capability Framework

Eyre and Far North Local Health Network:

Our Local Health Network (LHN) is responsible for the planning and delivery of hospital and health services over 337,626 square kilometres, taking in the Eyre Peninsula, western part of South Australia and north of Coober Pedy. It supports approximately 40,000 people.

Services provided within the Eyre and Far North region include accident and emergency, day and inpatient surgery, Aboriginal health, mental health, obstetric services, chemotherapy, renal dialysis, community and allied health, and aged care and disability services.

We have Health facilities located within Port Lincoln, Tumby Bay, Cummins, Lock, Elliston, Streaky Bay, Wudinna, Kimba, Cleve, Cowell, Ceduna and Coober Pedy.

The health units within the Eyre and Far North LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

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.

EFNLHN Values

The values of EFNLHN express the type of conduct required by our employees to further our vision to be a trusted provider of accessible, responsive, and innovative health, disability, and aged care services to support the wellbeing of our diverse communities.

Accountability	Connected	Respect	Caring
✓ We value taking responsibility for all that we do	✓ We value being part of our local community and our LHN community	✓ We value every individual and their uniqueness	✓ We value providing compassionate care to those who need it
✓ We value acting with integrity when striving to achieve our goals	✓ We value listening and collaborating with others	✓ We value being considerate and kind to ourselves and others	✓ We value putting our consumers at the centre of everything we do
✓ We value following through on what we say we will do	✓ We value two-way communication	✓ We value the diversity of our communities and the people in them	✓ We value taking the time to understand our consumers and their needs

Code of Ethics

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

Approvals

Role Description Approval

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

Name: _____

Role Title: _____

Date: _____

Signature: _____

Role Acceptance

Incumbent Acceptance

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

Name: _____

Signature: _____

Date: _____