POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

DATE REVISED: 14/08/2020

POSITION: Oesophagogastric Cancer Care Coordinator

AWARD/AGREEMENT: Nursing

CLASSIFICATION TITLE: RN G4A CLIN COORD Y1-Y2 (YY4-YY5)

DEPARTMENT/UNIT: Admissions and Perioperative Unit (APU)

CLINICAL PROGRAM: Surgery

DIVISION: Nursing

ACCOUNTABLE TO: Prof Wendy Brown

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education, we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow
DEPARTMENT
This role will be located in our Admissions and Perioperative Unit (APU). The Admissions and Perioperative Unit provides an admission service for The Alfred and specialises in planned elective surgery in the post-procedural unit.

Title
Oesophagogastric Cancer Care Coordinator

POSITION SUMMARY
Alfred Health is currently involved with DHHS Oesophagogastric cancer service redesign program. This position requires an Oesophagogastric Cancer Care Coordinator to continue the streamline pathway of care for patients with oesophageal cancer. This includes the review of patients that are presented at a multidisciplinary team (MDT) discussion to receive treatment within 14 days or less. In addition, the continuing aim to reduce time to treatment from referral to within 28 days for all local and regional patients.

QUALITY, SAFETY, RISK and IMPROVEMENT
• Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
• Follow organisational safety, quality & risk policies and guidelines
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
• Promote and participate in the evaluation and continuous improvement processes.
• Comply with principles of Patient Centred Care.
• Comply with Alfred Health mandatory continuing professional development requirements.
• Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Comply with relevant privacy legislation.
• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
• Comply with Alfred Health medication management and medication safety policies and guidelines.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Research activities will be undertaken commensurate with the role

KEY CAPABILITIES:

DUTIES AND RESPONSIBILITIES
• Coordinate perioperative cancer care of local and regional patients with newly diagnosed OG cancer
• Receive all OG cancer referrals to the OGB unit through dedicated referral pathway
• Ensure patients are offered face-to-face or telehealth consultation within seven days of receipt of referral
• Ensure all cancer patients are presented to MDT meeting

QUALIFICATIONS/EXPERIENCE REQUIRED

Essential

• Tertiary qualification in a healthcare related area
• Experience in working on quality and service improvement projects with hard deadlines
• Ability to develop productive relationships with key professionals and organisations
• Demonstrated understanding and experience of using data to support the quality improvement process
• Ability to work well in a team
• Demonstrated ability to solve problems
• Demonstrated high level verbal and written communication skills

Desirable

• Experience with the ERAS Oesophagectomy Pathway