

POSITION DESCRIPTION

Position Title	Oncology Liaison Nurse
Reports to (Title)	Clinical Services Director Medical
Group Director/ Chief	Group Director Nursing and Clinical Education
Department	Nursing Services
Position Location	Based at Malvern, Brighton and Rehabilitation services as required
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	

Position Summary & Role Purpose

The Oncology Liaison Nurse will demonstrate strong oncology and haematology experience and is responsible for support of clinical excellence for cancer services across Cabrini. This role will facilitate guidance and support for oncology and haematology patients across all streams, from diagnosis, right through their cancer journey. The Oncology Liaison Nurse is responsible for facilitating and supporting continuous and coordinated health services for Oncology patients across Cabrini and acting as a resource to others in matters pertaining to Oncology care. This will be done in consultation and partnership with Medical Specialists, Nursing and the multidisciplinary care team.

This role will facilitate service provision development through establishment of relationships with nurse managers from all wards, and all Oncology Consultants and act as a resource for clinicians and patients in relation to care, symptom management and support, all within the Mission, Values and Vision of Cabrini Health. The Oncology Liaison Nurse is able to work independently, whilst at the same time contributing strongly to the multidisciplinary healthcare team within Oncology services at Cabrini.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

- Assists in raising the profile of Cabrini Oncology Services across Cabrini Health and contributes to improved relationships between campuses and services.
- Is the contact person for all staff, to enable support for all oncology patients through their journey from diagnosis and throughout treatment.
- Manages prioritisation and completion of tasks, including timely response to patient referrals
- Participates in working parties, committees and internal and external forums as required
- Represents cancer services across Cabrini Health as required.
- Proactively builds and develops respectful relationships with key medical, allied health, pharmacy, administrative staff to support the Oncology patient's journey.
- Provides support and guidance to staff as required to in decision making regarding specialised care for Oncology patients

1.2 Operational Responsibilities

- Demonstrated knowledge of the standards of practise and models of care for Oncology patients
- Plan, coordinate and provide specialised oncology care management across the care continuum to patients with all types of cancer, from the point of diagnosis, through treatment, rehabilitation, follow up and into Palliative care if required, in accordance with recognised clinical practise guidelines.
- Support ward-based staff with clinical decision making to support and enable cancer patients in their journey to achieve optimum health outcomes
- Communicates with all members of the health care team to facilitate efficient, timely and comprehensive assessment of current and potential emotional, psychological, physical and practical needs of patients with cancer.
- Develops a comprehensive body of knowledge of information and resources for cancer patients and their families and facilitates access to resources relevant to patient needs and preferences.
- Supports and clarifies information provided to patients by other members of the multidisciplinary care team regarding cancer and its treatments
- Assist in the development of Oncology protocols and pathways as appropriate and required.
- Contributes to improved Oncology service relationships and service integration across Cabrini
- Manages prioritisation of completion of tasks, including timely response to referrals, collection of statistics and projects as required.
- Acts as role model for staff in promoting professional values and ethics in clinical practise
- Work closely with members of the multidisciplinary care team to identify and support patients at higher risk or exhibiting higher levels of psychological distress at the time of diagnosis and refer for appropriate support.
- Fosters a culture of learning and continuous development within Cabrini Oncology Services
- Fosters excellent communication, effective relationships and teamwork between peers and other clinical staff and services
- Builds and maintains collaborative relationships with external and internal stakeholders to identify and participate in benchmarking opportunities.
- Ensure all appropriate and required referrals are made to support patient care
- Ensures processes are set to support regular, effective multidisciplinary team meetings to discuss and plan patient care

1.3 Resource Management

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Completes, monitors and analyses statistical data relating to individual patients and patient groups to highlight potential services issues.
- Works collaboratively with all departments to develop systems, processes and Quality Improvement projects required to ensure efficient and effective and responsive operation of Cabrini Oncology services and ensure this is in line with the organisations strategic direction.
- Utilises and reports on agreed KPI's to demonstrate effectiveness, efficiency and consumer and staff satisfaction.

1.4 Contributes to the achievement of professional expertise for self through:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Work Health and Safety

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

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Organisational Relationships

- Reports directly to the Clinical Services Director - Medical
- Maintains a close collaborative working relationship with Oncologists, Haematologists and all VMO's within Cancer Services, all nursing staff associated with oncology services, Nurse Managers and Allied Health teams.

Committee Membership

The Oncology Liaison Nurse will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the Clinical Services Director - Medical

Staff Development

The Oncology Liaison Nurse will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy
- Sharing knowledge with colleagues and peers as required

Key Competencies

The Oncology Liaison Nurse must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Post Graduate qualification in Oncology (or working towards)

Registration

- Current AHPRA Registration as a Registered Nurse

Experience

- At least 8 years acute nursing experience
- Significant Oncology nursing experience
- Previous experience in the acute oncology care environment

Knowledge

- Knowledge of current, contemporary issues impacting on acute cancer care
- Knowledge of Cabrini's Mission, Vision and Values
- Comprehensive knowledge and understanding of resources and support available to Oncology patients

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Cabrini Mission, Values and Behaviours that Matter

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services".

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role



Authorised:

Group Director Nursing and Clinical Education

19 March 2025

Date