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| **POSITION DESCRIPTION: Clinical Nurse Consultant Ocular Oncology** |
| **Position Title:** | Clinical Nurse Consultant Ocular Oncology  |
| **Classification:** | RN G5 CLIN CONS C Y1  | **Employment status** | Ongoing – 0.4fte |
| **Enterprise Agreement:** | Nurses and Midwives |
| **Reports to:** | Operationally: Nurse Unit Manager, Specialist ClinicsProfessionally: Chief Nursing Officer  |
| **Division:** | Clinical Operations |
| **Organisational Context**The Royal Victorian Eye and Ear Hospital is a world class specialist hospital in eye and ear care that provides services across Victoria. As Australia’s only specialist eye, ear, nose and throat hospital, the Eye and Ear has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24-hour emergency eye and ear, nose, and throat service.The Eye and Ear provides care annually for around 190,000 patients, with over 130,000 outpatients, over 44,000 emergency patients and over 14,000 inpatients. |
| **Our Vision -** Improving quality of life through caring for the senses.**Our Mission** - We aspire to be the world's leading eye and ear health service by:1. Excelling in specialist services
2. Integrating teaching and research with clinical services
3. Leading workforce capability
4. Partnering with consumers and communities
5. Building a sustainable future

**Our Values -** *Integrity, Care, Teamwork, Excellence* The Eye and Ear is an equal opportunity employer and is committed to providing a work environment which is free from harassment or discrimination and promotes cultural diversity and awareness in the workplace. The Eye and Ear is a smoke free environment. |
| **Role Purpose:**The role of the Ocular Oncology Clinical Nurse Consultant is to ensure a smooth pathway for patients within the Eye and Ear ocular oncology service. This will include guiding patients through their treatment journey, supporting the planning and coordination of care from diagnosis through to treatment and into the survivorship phase of cancer. This will include collaboration with team members internal and external to the organisation, who are involved in the entire continuum of patient care. The CNC provides a clinical resource and performs a clinical advisory role to HMOs, Ocular Oncology Consultants, nurses and the wider multidisciplinary care team. The CNC assists patients in navigating hospital services such as access to clinical trials, supportive care resources, allied health staff/social work and social support services such as advocacy and peer support groups. The CNC will perform related projects and/or research and developmental activities, within the remit of available FTE, to meet the clinical nursing needs in the speciality of ocular oncology. The CNC will contribute to educational programs and participate in clinical service planning alongside the ocular oncology team. |
| **Key Relationships – internal and external** **Internal (including but not limited to):** * Nurse Unit Manager – Specialist Clinics
* Director Ambulatory Services
* Head of Ocular Oncology Service and Ocular Oncology medical team members
* Chief Nursing Officer
* Nurse Unit Managers and registered nurses in all relevant patient care areas – including Specialist Clinics, preadmission, perioperative, theatre and inpatient services.
* Senior Nursing Group
* Clinical nurse education team
* Affiliated Clinicians,
* Hospital Medical Officers
* Allied health staff
* Pharmacy staff
* Support services
* Research participants and their carers

**External (including but not limited to):*** Referring doctors/clinicians/community service providers (e.g. optometrists, GP’s, Ophthalmologists)
* Western Central Melbourne Integrated Cancer Services
* Partner tertiary oncology centres (e.g. Peter MaCallum Cancer Centre, Alfred Health)
* Research Collaborators
* Royal Australian New Zealand College of Ophthalmologists – Ocular Oncology Special Interest Group
* Australian Ophthalmic Nurses Association
* Key stakeholders in the oncology sector (e.g. Rare Cancers Australia, Clinical Oncology Society of Australia, Cancer Nurses Society of Australia, Melanoma Patients Australia, Cancer Council Australia)
* Clinical trial sponsor representatives

**Key Responsibilities**

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| ***Clinical Responsibilities*** * Oversee the ocular oncology patient journey, and support planning and care coordination to ensure ease of access and a smooth transition between relevant points of care.
* Provide a clinical resource and perform a clinical advisory role to meet the specified clinical nursing needs in the clinical discipline or ocular oncology nursing, including but not limited to: nursing staff, clinical nurse educators, allied health and other members of the multidisciplinary team. This could include pre and post operative patient education, pre and post operative symptom management, medication management and supportive care referral pathways.
* Provide a clinical resource and perform a clinical advisory role to HMOs, Ocular Oncology Consultants and the wider multidisciplinary team to drive positive change and improvements in healthcare practice.
* Be a point of contact for patients within the ocular oncology service and liaise closely with the specialist ocular oncology team, relevant hospital medical officers and other tertiary oncology service providers, to coordinate and support the care continuum for patients their families and carers
* Be involved in the development of systems to ensure a supportive care framework is available within the ocular oncology service
* Be involved in the development of systems to enhance coordinated and integrated survivorship care for ocular oncology patients
* Collaborate with the nursing education team, to provide specific ocular oncology education content and continuing education programs to registered nurses involved in the patient care trajectory.
* Act as a clinical role model by ensuring the highest standard of patient care and service.
* Contribute to comprehensive health assessments and triage of patients presenting to the ocular oncology service, in conjunction with the multidisciplinary team. Provide evidence-based education and support to patients and families.
* Attendance, contribution and follow up to case discussions at the E+E Ocular Oncology Service multidisciplinary team meetings
* Work collaboratively with the Ocular Oncology team to identify appropriate patients for trial participation.
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| ***Quality Improvement**** Contribute to the development and implementation of suitable quality and research related activities that promote evidence-based practice and best practice care standards, within the remit of available FTE.
* Communicate with National Standard leads and participate in agreed national safety standard working group meetings (e.g. NS5 (Comprehensive care) and NS6 (Communicating for Safety), where membership requirements and available FTE remit enable this
* Actively promote and/or contribute to research related to best practice and innovation in cancer nursing care and the field of ocular oncology,
* Effectively use technology and data to assist with all aspects of the CNC role including, but not limited to, patient outcome evaluation and patient education
* Ensure the documentation of care supports the delivery of quality care and achieves completeness and accuracy to the care provided (e.g. plaque radiation documentation per the Radiation Management Plan policy, documentation of Multidisciplinary team meeting outcomes, documentation of supportive care phone calls in the patient medical record)
* Adherence to E+E policies and procedures
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| ***Clinical Leadership and Management*** * Provide clinical leadership and expertise by educating, guiding and motivating members of the ocular oncology nursing and multidisciplinary teams, to ensure patients have a timely and streamlined patient journey.
* Actively promote the E+E Ocular Oncology service internally and externally
* Demonstrate understanding of professional issues in cancer nursing service provision
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| ***Personal and Professional Development**** Recognise and respond to the need for professional growth and development, within available FTE remit.
* Evaluate personal performance and complete an annual professional development plan.
* Complete annual and biannual mandatory training activities
* Participate in clinical supervision as required
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| * ***Patient Centred Care*** Respect diversity and provide culturally safe nursing care
* Provide high quality nursing care to patients.
* Establish patient care relationships and respond to patient inquiries to the oncology service promptly and courteously.
* Actively seek to understand patients’ and their family’s/carer’s expectations and issues.
* Collaborate with the ocular oncology database manager and ocular oncology medical team to capture patient reported outcome measures (PROMS) via the Fight Tumour Blindness (FTB!) save sight registry
* Partner with patients/carers to provide and communicate patient centred care during the patient care journey, from diagnosis through to the survivorship phase of disease.
* Coordinate patient care and access to services both internal and external to the organisation.
* Establish and maintain relationships with key stakeholders, both within and external to the organisation
* Facilitate service improvement in response to feedback, i.e. patient incident, complaints/compliments, patient satisfaction, clinical indicators.
* Support effective communication with ophthalmic nurses, allied health and patient service access team members.
* Demonstrate and understanding that ‘every patient matters’ in all interactions
* Provide evidence-based education to ensure informed treatment decisions/choices.
* Provide individualised, person centred and culturally appropriate care.
* Use AIDET principles in all interactions.
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| **OCCUPATIONAL HEALTH AND SAFETY** The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:* Comply with OHS legislative requirements and standards relevant to their area and be familiar with own responsibilities.
* Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions
* Fully co-operate with the Eye and Ear in any remedial actions it considers necessary to maintain a working environment which is safe and without risk to health and safety
* Ensure appropriate systems have been/and are being implemented and maintained to eliminate or minimise the risk of harm to employees, contractors, volunteers and students
* Participate in annual emergency procedures training

*All staff are required to have a satisfactory National Criminal Record Check. Only direct patient care/clinical employees are required to have a valid Working With Children Check.* |
| *Selection Criteria: Qualifications, Experience and Competencies:*  |
| **Education/qualifications/ memberships:** | **Essential**  | **Desirable** |
| * Holds current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse
 | * Masters in nursing or a related field
* Membership with relevant professional bodies (for example, CNSA, AONA)
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| **Experience:** | **Essential**  | **Desirable** |
| * Minimum 5 years’ experience in oncology nursing
 | * An understanding of and experience with developing evidence-based practice
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| **Competencies:** | **Essential**  | **Desirable** |
| * Demonstrated ability to collaborate across a multi-disciplinary team.
* Demonstrated ability to deliver coordinated care for complex patients across multiple subspecialties
 | * Experience in conducting tumour stream or nursing-based quality improvement activities or research.
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| **Authorisations** |  |
| Manager Name | Nurse Unit Manager Specialist Clinics Toby Pontifex |
| Date Written or Reviewed | August 2024  |
| The Eye and Ear reserve the right to modify position descriptions as required. Staff will be consulted when this occurs. Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. |

Agreement

I have read, understood and agree to comply with the position description

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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