

Position Description

Title	Clinical Nurse Consultant Ocular Oncology	Position Reports to	Nurse Unit Manager, Specialist Clinics
Classification	RN G5 CLIN CONS C Y1	Employment Status	Part Time (0.4 EFT)
Enterprise Agreement	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for over 160 years. The Eye and Ear has over 90 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 160,000 outpatients, 45,000 emergency patients and over 16,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. Our focus is providing the very best patient care possible. We strive to apply new and effective models of care, invest in research and training and share our knowledge to improve eye and ear health. We will inspire and advance specialist eye and ENT care.

At the core of everything we do are our Guiding Principles:

- **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
- **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
- **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
- **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation

Please read our full Strategic Plan here:

<https://eyeandear.org.au/about/publications/strategic-plan/>

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The Eye and Ear is committed to the [Child Safe Standards](#).
The Eye and Ear is a smoke free environment.

Position Summary:

The Ocular Oncology CNC is a senior clinical leader who applies evidence-based practice to deliver expert assessment and coordinated care for ocular oncology patients—from diagnosis through survivorship, within a shared care model.

The role includes supporting patient-centred decision-making, educating health professionals, and contributing to service improvement through program development, data collection, and targeted projects. 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 Responsibilities / Performance Outcomes:

- 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.

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

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

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

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.

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.

- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the [Quality and Clinical Governance Framework](#)
- to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle. Is compliant with the [Data Integrity Framework](#)

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:

- 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.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	• 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)
Experience	• Previous experience in a clinical role in health care	• An understanding of and experience with developing

	• Developing and undertaking projects • Demonstrated track record of working effectively with teams • Demonstrated track record of involvement in change management processes • Demonstrated experience in Nurse-led services • Demonstrated experience in staff supervision and allocation of tasks. • Demonstrated experience in complex patient management	• evidence-based practice • Minimum 5 years' experience in oncology nursing
Competencies	• 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.

Reporting Lines

Position Reports to – Nurse Unit Manager, Specialist Clinics

Number of Direct reports - 0

Key Working Relationships

(Internal)

- 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)

- 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 MacCallum 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

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Author of Position Description or Manager of Position:

Name: Toby Pontifex

Date: October 2026

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect 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: _____

Date: ____ / ____ / ____