



Position Description

POSITION:	Cancer Care Navigator , MDHS at home 0.6 EFT
REPORTS TO:	Operations Manager Oncology
CLASSIFICATION:	RN Grade 4A
AWARD:	<i>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 and subsequent agreements.</i>

Maryborough District Health Service

Maryborough District Health Service (MDHS) has been operating in Maryborough for more than 160 years and has a proud history of providing high quality services to the local community.






The main campus is located in Maryborough with other services delivered from the Avoca and Dunolly campuses

MDHS employs over 450 staff and is one of the largest employers in the region.

MDHS serves the Local Government Areas of Central Goldfields and Pyrenees Shires and provides a comprehensive range of services to a population of around 15,000 people.

Clinical Services	Acute – Medical/Surgical Amherst – 28 inpatient beds Dunolly – 2 inpatient beds	Allied Health Support for Inpatient Care	Central Sterilising Department
	Dialysis 6 chairs	Drug & Alcohol Detoxification	Maternity Services
	Palliative Care	Theatre – Same Day & Overnight	Post-Acute Care
	Pre-Admission Clinic	Urgent Care Centre 4 cubicles	Medical Imaging
Aged Care	Residential Wattlerise – 45 high care beds Avoca – 29 high and low care beds Dunolly – 19 high and low care beds	Respite Care Avoca – 1 respite bed	Transition Care Program Dunolly – 4 beds
Community Services	District Nursing	Chronic Disease Management	Oral Health Services
	Housing	Occupational Therapy	Physiotherapy
	Speech Pathology	Dietetics	Community Health
	Health Promotion	Social Support	Alcohol & Drug
Support Services	Administration	Building Services	Emergency Management
	Health Information	Hotel Services	Human Resources
	Quality & Risk	Staff Education	Student Management
	Finance	Occupational Health & Safety	Procurement & Supply

Position Description

Our Vision	
Healthy Community – Inspiring Health	
Our Purpose	
Empowering Health	We will improve the current general health status of the population and support individuals to better manage their health
Strengthening Services	We will continue to deliver and improve the range of primary and secondary level health services expected of a rural health service
Developing People	We will invest in our people and foster a vibrant and positive work culture.
Working with Partners	We will work collaboratively with our partners and other service providers
Our Values	
 GENUINE	We are consistently honest, trustworthy and accountable
 RESPECT	We are fair, honest and caring to those we work with and meet
 EXCELLENCE	We reflect the highest standards of service and care
 ACCOUNTABILITY	We do what we say we are going to do; we support each other and hold each other to account.
 TOGETHERNESS	We share the same vision and work together to achieve our goals; we behave in a way that demonstrates our shared commitment to our values

The Position

The role of the Cancer Care Clinical Navigator is highly valued and involves coordinating the delivery and continuity of cancer care services for the patient in their home environment. The enhanced use of programs such as virtual monitoring which form part of MDHS@HOME will enable more patients to access medical consultations, systemic anti-cancer therapies (SACT) and supportive therapies in their home, reducing their time and monetary burden, whilst improving workforce capability through support and education.



Position Description

This is a diverse and complex role, entailing considerable interaction with a wide range of clinicians and health care professionals both internally and externally. The role is required to develop strong working and collaborative relationships with all members of the multidisciplinary team, complimenting and improving outcomes of existing care, systems and services.

The HOME Cancer Care Navigator is expected to assess, plan, implement, evaluate, document and feedback patient response to therapeutic interventions to the Operations Manager Oncology and treating medical team. The Cancer Care Navigator utilizes a caring, compassionate approach, is competent in patient education and in the use of specific technical equipment. The role is required to develop strong working and collaborative relationships with all members of the multidisciplinary team, complimenting and improving outcomes of existing care, systems and services.

Specific Responsibilities

- Coordinate the care of patients receiving SACT ensuring that key elements of care occur in an ordered, timely and safe manner.
- Ensure relevant treatment/care information is documented in a timely manner to ensure appropriate treatment decisions are made.
- Assess the patient throughout the admission to provide the level of assistance required to assist the multidisciplinary treating team with the care pathway, tailored to individual patient requirements.
- Assist with the development of referral pathways across the health system as required.
- Facilitate the provision of information/education to patient/clients and their families and carers in understanding their treatment/care options and choices.
- Monitor the implementation of care against the patient care plan in collaboration with the clinical care team.
- Support a team approach to multidisciplinary care through effective communication between health professionals.
- Support and participate in patient/ review meetings and case conferencing with the multidisciplinary clinical care team.
- Displays an ability to analyse situations and make appropriate decisions in a timely manner to ensure the needs of patients, staff and the organization are met.
- Demonstrates a collaborative working relationship with the Operations Manager Oncology and other MDHS@HOME staff in relation to decision making.
- Addresses critical factors when making complex decisions.
- Demonstrates ability to apply critical thinking skills and make complex decisions on a shift to shift basis.
- Assist the Operations Manager Oncology to identify cost effective and efficient approaches to managing resources and patients that include whole service patient flow.
- Improvement of patient flow resulting in improved LOS percentages and therefore increased NWAU funding.
- Participate in information and data management collection systems
- Report and present activity data as required
- Assist in the development of business cases as required
- Represent MDHS@HOME at stakeholder meetings as required
- Attend home visits as arranged

Organisational Responsibilities

Organisational Values

Each staff member must demonstrate and uphold the mission and values of MDHS. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.

Equal Opportunity, Workplace Behaviours & Code of Conducts

MDHS endorses the Victorian State Government Code of Conduct. Each staff member has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each staff member must adhere to MDHS Policies in this regard and participate in education and training.



Position Description

Each staff member must demonstrate an understanding of appropriate behaviours when engaging with children, according to MDHS' Child Safety Policy and Child Safety Code of Conduct.

Quality Improvement

Each staff member is required to participate in MDHS' Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate staff development, training and education as required by MDHS and sharing knowledge with other staff members.

Risk Management

Each staff member has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All staff members are required to report any incidents that occur during the course of their duties.

Occupational Health & Safety

Each staff member has the right to a safe working environment and should advise their direct line manager of any risk or condition likely to result in accident or injury. Each staff member has the responsibility to take reasonable care of their own health and safety, to co-operate with OH&S policies, and to participate in appropriate safety education and evaluation activities.

Infection Control

Each staff member is responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to the Infection Control Policy Manual Guidelines.

All MDHS staff are required to have their influenza vaccination and COVID vaccination prior to commencement and provide evidence of the same. These vaccinations are a mandatory requirement of ongoing employment at MDHS.

Confidentiality

Each staff member must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

Pre-Employment Security Screening

All new staff members are required to undergo a criminal history check prior to commencement and then again every three years.

A valid Employee Working With Children Check is also required for all positions.

No-Smoking Policy

To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

Key Selection Criteria

Qualifications / Experience



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1. Be eligible for registration as a Registered Nurse Division 1 with the Australian Health Practitioner Regulation Agency (AHPRA)
2. Ability to communicate effectively and appropriately with all major stakeholders both internal and external
3. Ability to problem solve and make decisions in a variety of complex situations
4. Demonstrated ability to use Information Communications Technology
5. Ability to identify opportunities for quality improvement
6. Ability to work independently and autonomously
7. Commitment to continuing professional development
8. A current driver's license

Specialist Expertise

9. Completed Antineoplastic Drug Administration Course (ADAC)
10. Demonstrated minimum two years of oncology experience in either acute, sub-acute and/or community nursing
11. Competent in all aspects of vascular access (IVC, PICC, port)

Personal Qualities

12. Demonstrated ability to work collaboratively and consultatively as part of a multidisciplinary team

Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory corporate training.

Acceptance

I understand, agree to and accept the role as outlined in this position description.

Staff Member's Name (please print)

Staff Member's Signature

Date
