

Position Description



1. General Information

Position Title:	Cell Therapies Coordinator
Division/Department:	Epworth Freemasons / Cell Therapies Unit (CTU)
Position Reports to:	Clinical Operations Manager
Enterprise/Individual Agreement:	Epworth Nurses Enterprise Agreement
Classification/Grade:	CCC1
Location:	Primary location Epworth Freemasons, East Melbourne
Employment Status:	Full Time, fixed term
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	N/A
Key Relationships - internal and external	<ul style="list-style-type: none"> • Patients, their families, carers and visitors • Cell Therapy Unit (CTU) team, including the Program Director, apheresis Collection Facility Director, Laboratory Director, administrative, apheresis nursing and cryopreservation team • Epworth Haematologists, hospital departments and clinical teams providing care to haematology patients, including nursing, allied health and medical teams, research and clinical trials • Freemasons Executive and leadership team • Public and private health services, including Peter MacCallum Cancer Institute (Peter Mac) • Third parties providing services, including Cell Therapies Pty Ltd (CTPL) • External laboratories, diagnostic imaging centres and Universities as appropriate • Industry partners and relevant professional bodies • Epworth Medical Foundation and philanthropic partners.

2. Overview of Epworth HealthCare

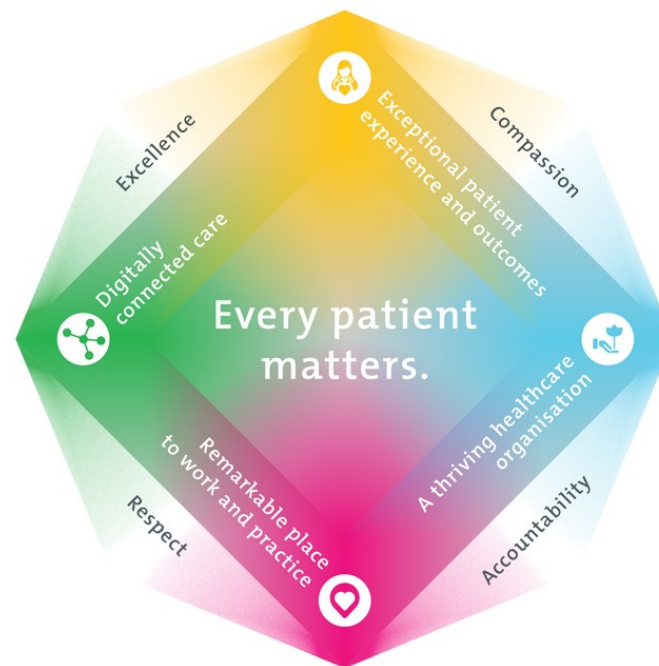
Epworth HealthCare is Victoria’s largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia’s health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth’s values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence.. More information can be found on the [Epworth website](#).

Epworth’s purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.
A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

The Cell Therapies Coordinator will work alongside the healthcare team to support patients' and their families through the physical, social and psychological challenges resulting from a blood cancer diagnosis. Using clinical experience and expertise to inform evidence-based practice, you will coordinate patients autologous stem cell transplant treatment and other cellular therapy treatments as appropriate, from initial referral through to discharge after care.

This role will be a valuable resource to the nursing teams, providing support and education as required alongside the nursing education team. With fluctuating activity within the hospital, you may be required to undertake other clinical duties, including providing leave coverage for other haematology patient coordination roles to ensure an uninterrupted and high-quality experience for Epworth patients.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centered care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

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Clinical Governance Domain	Role
Leadership and culture	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
Clinical Safety and Effectiveness	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
Risk Management	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>Patient Coordination</p> <ul style="list-style-type: none"> Streamline care pathways for haematology patients during diagnosis, treatment and follow-up Perform comprehensive health assessment of patients during routine visits and acute episodes requiring triage through the healthcare system Work collaboratively with haematology medical staff, community GPs and Emergency Doctors to coordinate unplanned patient consultations and admission to hospital Coordinate and facilitate the fortnightly autograft multidisciplinary team meeting, preparing referred patients for discussion by the MDT and discussion of patient progress within the program after follow up, and facilitates appropriate patient scheduling to meet the requirements of the whole team Attends the fortnightly Epworth Haematology MDT meeting 	<ul style="list-style-type: none"> Arranges patient schedules for pathology, diagnostic imaging, central line management and chemotherapy Liaises with the Day Oncology Unit nursing team and cryopreservation laboratory team to facilitate apheresis cell collection scheduling Liaises with the haematology ward nurse in-charge and cryopreservation laboratory team to facilitate patient stem cell transplant scheduling Facilitates the transfer of patient care extending across internal and external healthcare services, including for example the Peter MacCallum Cancer Centre Refers to and liaises with other healthcare professionals involved in the holistic care of the patient, including Medical Specialists, Allied health referrals, both within the hospital setting and in home based services in the community Prepares post discharge appointments and follow up imaging and tests

	<ul style="list-style-type: none"> • Follows up patients for 3 months post discharge, attending monthly appointments with their haematologist as appropriate • Ensures patients are aware of their vaccination schedule with their GP • Liaises with clinical trial staff to identify opportunities for participation in trials and as appropriate for patients on cellular therapy clinical trials.
<p>Quality Systems and Improvement</p> <ul style="list-style-type: none"> • Maintains the stem cell transplant data set, including patient outcome data up until D+100 • Challenges current practices and leads organisation change towards better patient outcomes to reduce patient length of stay and ensure quality patient outcomes • Contributes to the development and implementation of evidence-based cancer nursing 	<ul style="list-style-type: none"> • Facilitates service improvement in designated areas through team engagement with data i.e. patient incident, complaints, patient satisfaction, clinical indicators • Presents data at Quarterly Quality Review (QQR) meetings, clinical governance meetings, and as requested by the leadership team to demonstrate service and patient outcomes • Liaises with the haematology research coordinators to support ABMTRR data collection • Helps ensure the autologous stem cell transplant data is utilised effectively to support high quality care, and service evaluation • Effectively uses technology to develop tools to assist all aspects of the role including, but not limited to, patient outcome evaluation and patient education • Actively participates in the hospital accreditation process.
<p>Education</p> <ul style="list-style-type: none"> • Delivers education for patients and their families in preparation for stem cell collection and transplant, and provides discharge information, education and support • Provides clinical expertise and guidance to the multidisciplinary care team as appropriate • Recognises and maintains continuing professional development (CPD) requirements for the role 	<ul style="list-style-type: none"> • Delivers patient education in preparation for stem cell collection and transplant • Delivers discharge education and provides information including risk mitigation strategies, follow up appointments, immunisation schedule and advice if patients become unwell in the community • Maintains compliance with mandatory training and Continuing Professional Development (CPD) requirements • Maintains membership of relevant professional bodies and interest groups • Provides regular positive and constructive feedback to staff

	<ul style="list-style-type: none"> • Seeks and participates in clinical supervision
<p>Customer Service</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issue 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner
<p>Safety and Wellbeing</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <p>Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</p>	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • AHPRA Registered Nurse • Post graduate qualification in area of specialisation desired, or working towards i.e. Graduate Certificate in Cancer Nursing <p>Desirable</p> <ul style="list-style-type: none"> • Membership of appropriate professional body
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Relevant post registration clinical experience in cancer or haematological nursing. i.e. 5 years or more experience in malignant haematology
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and understanding of professional issues in nursing and the Health Care System in Victoria • Knowledge of health and safety issues as they relate to the health industry • Knowledge and commitment to Acts, Agreements and Epworth Healthcare directions, policies, procedures and staff code of conduct • Organisational skills that are relevant with years of practice • Knowledge of medico-legal issues • Cancer care emergencies experience • Maintains understanding of rationales and treatments for haematology and oncology patients
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> • Respect • Excellence 	<p>Essential</p> <ul style="list-style-type: none"> • Ability to work autonomously, but also be an active member of a larger team • Contributes to an environment of continuous learning and quality improvement • Demonstrates initiative and critical thinking • Well-developed communication and interpersonal skills • Ability to adapt to and foster technology to improve care delivery and outcomes • Ability to challenge current work practices and develop and promote new innovative systems and procedures • History of policy implementation

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<ul style="list-style-type: none">• Compassion• Community• Integrity• Accountability	
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
October 2020	May 2024	Assoc Director, Clinical & Maternity Services, Freemasons

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date: _____