

## 1. General Information

<b>Position Title:</b>	Apheresis Service Quality Nurse Coordinator
<b>Division/Department:</b>	Day Oncology Unit
<b>Position Reports to:</b>	Nurse Unit Manager – Day Oncology
<b>Enterprise/Individual Agreement:</b>	Epworth Nurses Enterprise Agreement
<b>Classification/Grade:</b>	Clinical Consultant (CCA1-CCC2)
<b>Location:</b>	East Melbourne or other locations as required
<b>Employment Status:</b>	Fixed Term, Part Time 0.6 EFT 24 Months
<b>Resource Management</b> (for Management positions only)	
<b>Number of Direct Reports:</b>	N/A
<b>Budget under management:</b>	
<b>Key Relationships - internal and external</b>	<p>Internal:</p> <ul style="list-style-type: none"><li>• Patients, their families and visitors</li><li>• The Day Oncology Unit</li><li>• The Epworth Cellular Therapy Unit (ECTU) team, including the Program Director and Collection Facility Medical Director, Laboratory Director, administrative, apheresis, nursing and cryopreservation team</li><li>• Epworth Haematologists</li><li>• Haematology nursing and clinical trial coordinators</li><li>• Epworth hospital departments and clinical teams providing care to haematology patients, including nursing, allied health and medical teams, research and clinical trials</li><li>• Members of the Cellular Therapies Program governance structure, including Freemasons Executive and leadership team.</li></ul> <p>External:</p> <ul style="list-style-type: none"><li>• Other public and private health services, including Peter MacCallum Cancer Institute (Peter Mac)</li><li>• Third party providers, including Cell Therapies Pty Ltd (CTPL)</li><li>• External laboratories, diagnostic imaging centres and Universities as appropriate</li><li>• Industry partners and relevant professional bodies.</li></ul>

	<ul style="list-style-type: none"><li>• Epworth Medical Foundation and philanthropic partners.</li></ul>
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## 2. Overview of Epworth HealthCare

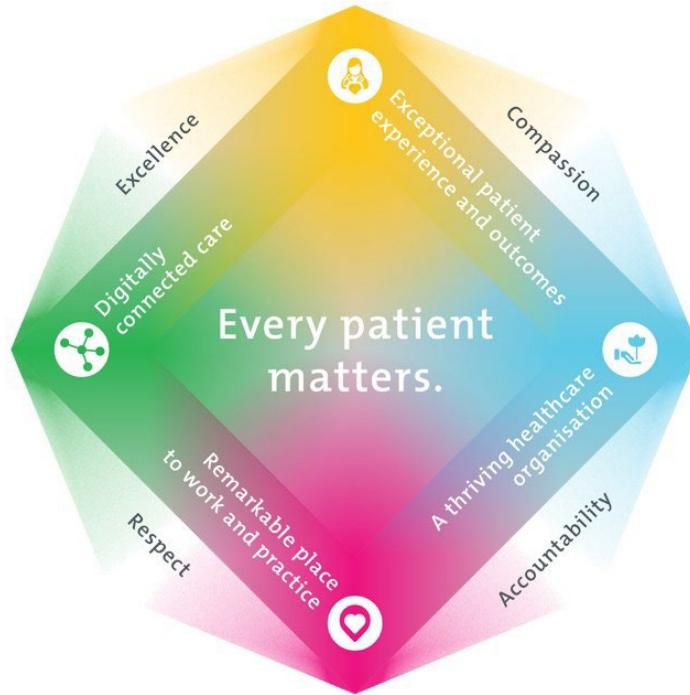
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our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

**Digital connected care** - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

The Apheresis Service Quality Nurse Coordinator will work alongside the Specialist Haematology Nurse Coordinator, Nurse Unit Manager and healthcare team to support the maintenance of the Quality Management Systems for Cell Therapies including data management, audit, non-conformities and operational queries along with support of staff education, training and competencies.

The Apheresis Service Quality Nurse Coordinator will be a valuable resource to the nursing team providing support and education as required, alongside the education team. With fluctuating activity within the hospital, the Apheresis Service Quality Nurse Coordinator may be required to undertake other duties. During known periods of low activity (school holidays, public holidays) the Apheresis Service Quality Nurse Coordinator may be required to undertake clinical work.

## 5. Clinical Governance Framework

This role is required to maintain oversee and report on the quality systems put into practice under the Clinical Governance Framework at Epworth. 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:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	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.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	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.
<i>Risk Management</i>	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
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Quality Management Systems	<ul style="list-style-type: none"> <li>Management of the Apheresis Service Quality Management System (QMS), including liaising with QA for non-conformances, audit, technical and operational queries</li> <li>Ensuring adherence to the QMS requirements for completing paper records and demonstrating consistent practice according to SOPs</li> <li>Attend the weekly QA meeting with quality and cryopreservation staff</li> <li>Ensuring QA audit are undertaken, outcomes disseminated with the team and actions completed</li> <li>Ongoing review of QMS SOPs to ensure continuous improvement of processes</li> <li>Designated super use of QMS software, ensuring apheresis staff access, training and appropriate use</li> <li>Oversight of environmental management of apheresis service, including temperature and humidity monitoring, management of critical materials stock and associated documentation, including label management and year end discard</li> <li>Oversight of apheresis service cleaning scheduled</li> <li>Oversight of apheresis service activities and audit outcomes</li> <li>Provide cover for the specialist haematology nurse coordinator role to ensure an uninterrupted service and experience for patients receiving cellular therapies at Epworth.</li> </ul>
Staff Education and Competence	<ul style="list-style-type: none"> <li>Train a team of apheresis nurses to ensure continuity of the autologous stem cell transplant program at Epworth.</li> <li>Responsibility for apheresis staff training program and competency assessments for cell collection</li> <li>Keep up to date with Apheresis knowledge relating to cell collection practice.</li> <li>Ultrasound vein assessment and cannulation training.</li> </ul>
Data Management	<ul style="list-style-type: none"> <li>Data collection, presentation and reporting to Clinical Quality, Finance dept. and provide patient data for the quarterly clinical review meeting</li> <li>Feedback/retraining to maintain correct standards and procedures.</li> <li>Maintain the stem cell transplant data set to measure service outcomes, and help ensure this data is utilised effectively to support high quality care and service evaluation</li> <li>Effective use of technology to develop tools to assist all aspects of the role including, but not limited to, patient outcome evaluation and patient education</li> </ul>
Clinical	<ul style="list-style-type: none"> <li>Support leave coverage for Apheresis Service in Day Oncology Unit</li> <li>Support Apheresis Service on ward as needed when there is required expertise on the floor</li> </ul>
Safety and Wellbeing	<ul style="list-style-type: none"> <li>Adhere to infection control/personal hygiene precautions</li> <li>Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li> <li>Mandatory training completed at agreed frequency</li> </ul>

<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>	
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## 7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• AHPRA Registered Nurse</li><li>• Post graduate qualification in area of specialisation desired, or working towards i.e. Graduate Certificate in Cancer Nursing</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Membership of appropriate professional body</li></ul>
Previous Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• 3-5 Years of relevant post registration clinical experience in apheresis including quality systems.</li><li>• Experience in writing SOPs and quality documentation</li><li>• Experience delivering training and education</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• </li></ul>

# Position Description



Required Knowledge & Skills	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>Knowledge and understanding of professional issues in nursing and the Health Care System in Victoria</li><li>Knowledge of health and safety issues as they relate to the health industry</li><li>Knowledge and commitment to Acts, Agreements and Epworth Healthcare directions, policies, procedures and staff code of conduct</li><li>Organisational skills that are relevant with years of practice</li><li>Knowledge of medico-legal issues</li><li>Cancer care emergencies experience</li><li>Maintains understanding of rationales and treatments for haematology and oncology patients</li></ul>
Personal Attributes & Values  All employees are expected to consistently work in accordance with Epworth's values and behaviours <ul style="list-style-type: none"><li>Respect</li><li>Excellence</li><li>Compassion</li><li>Community</li><li>Integrity</li><li>Accountability</li></ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>Ability to work autonomously, but also be an active member of a larger team</li><li>Contributes to an environment of continuous learning and quality improvement</li><li>Demonstrates initiative and critical thinking</li><li>Well-developed communication and interpersonal skills</li><li>Ability to adapt to and foster technology to improve care delivery and outcomes</li><li>Ability to challenge current work practices and develop and promote new innovative systems and procedures</li><li>History of policy implementation</li></ul>

## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
November 2023		ADCMS, 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: