

# Position Description



## 1. General Information

<b>Position Title:</b>	Breast Care Specialist Nurse
<b>Division/Department:</b>	Epworth HealthCare
<b>Position Reports to:</b>	Associate Director of Clinical and Maternity Services
<b>Enterprise/Individual Agreement:</b>	Nurses and Midwives EA –2024
<b>Classification/Grade:</b>	Clinical Nurse Consultant CCA1 – CCC2
<b>Location:</b>	Epworth Freemasons, East Melbourne
<b>Employment Status:</b>	Part Time
<b>Resource Management</b> (for Management positions only) <b>Number of Direct Reports:</b> <b>Budget under management:</b>	N/A
<b>Key Relationships - internal and external</b>	<ul style="list-style-type: none"><li>• (s)</li><li>• Director of Clinical Services</li><li>• Nurse Unit Managers (Day Medical Unit / Oncology)</li><li>• Oncology and surgical VMO's</li><li>• Patients inclusive of family member(s) and visitors.</li></ul>

## 2. Overview of Epworth HealthCare

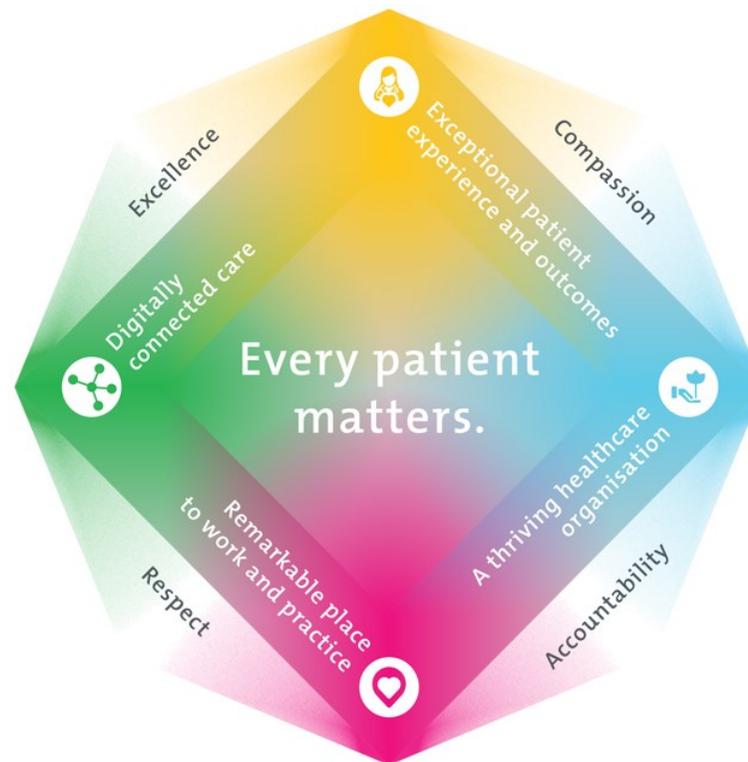
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our 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.
<b>Exceptional patient experience and outcomes</b> - To empower our patients and deliver compassionate, expert and coordinated care.
<b>A thriving healthcare organisation</b> - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
<b>Remarkable place to work and practice</b> - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
<b>Digitally connected care</b> - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

The Breast Care Nurse position provides a consultancy service to staff, patients and carers' under the care of our oncology and surgical VMO's. The key focus of the role is to manage delivery of the service through the development and management of patient consultation, counselling and education. Supporting our patient's adaptation to the psychological and physiological changes resulting from interventional therapies and treatments to treat and/or manage their diagnosis of breast cancer through evidence-based practice. Ensuring that the outcomes for each individual patient is optimised for their circumstances, through collaboration and coordination of interdisciplinary care across all health sectors.

## 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-centred 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
<ul style="list-style-type: none"> <li>Provide specialised pre and post-operative breast care support, patient and family information, education and support to carers relating in accordance with evidence-based practice and patient advocate.</li> <li>Act as the clinical resource and collaborates with members of the</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at multidisciplinary team meetings.</li> <li>Data collection and monthly report writing collating service provision and impact on patient satisfaction.</li> <li>Maintains membership of key professional bodies related to specialty focus.</li> </ul>

<p>multidisciplinary treatment team and other relevant service providers to coordinate care and support across the care continuum for clients and their families.</p> <ul style="list-style-type: none"><li>• Provide expert clinical advice and clinical leadership on breast care services to nursing staff allied health, and other members of the multidisciplinary team and peripheral services that a client with breast cancer may come into contact with.</li><li>• To be an accessible, main point of contact/link within the treatment team.</li><li>• Practice in accordance with the National Safety and Quality Health Service (NSQHS) Standards</li><li>• Practice in accordance with legislative and common law requirements</li><li>• Utilise a reflective, critical thinking and evidence-based approach to the clinical care of patients</li><li>• Demonstrate empathy and compassion to patients and their family, colleagues and VMOs. Respect and uphold the dignity and rights of consumers, relatives, carers, colleagues and members of the community</li><li>• Maintain patient confidentiality as prescribed by the relevant Acts and organisational policies and protocols</li><li>• Provide clinical support to all staff and students</li><li>• Actively participate in an integrated team model of care</li><li>• Consistently promote &amp; participate in bedside handover</li><li>• Encourage staff to include patients and family member's participation in all stages of continuum of care</li><li>• Acts as a patient advocate</li><li>• Practice in accordance with Infection Control Standards</li><li>• Participates in the orientation of staff and students undertaking clinical Placement</li><li>• With fluctuating activity within the hospital including periods of known low activity, the Specialist Nurse may be required to undertake other duties within their scope of practice.</li></ul>	<ul style="list-style-type: none"><li>• 100% compliance with mandatory competency requirements.</li><li>• VMO/Staff feedback- satisfaction surveys</li><li>• Compliments to complaints ratio</li><li>• Clinical practice aligns with NMBA national competency standards.</li><li>• Compliance with NSQHS</li><li>• Compliance with all Policies and Protocols</li></ul>
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<p><b>Customer Service</b></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"> <li>• Provide excellent, helpful service to patients, visitors and staff</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience</li> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Actively seek to understand patients' and their family's (customers) expectations and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Patient and customer service satisfaction surveys within agreed targets</li> <li>• Use AIDET principles in all interactions</li> <li>• Issues are escalated to the manager and resolved in a timely manner</li> </ul>
<p><b>Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Strives to consistently improve service delivery and clinical practice</li> <li>• Provides suggestions, and feedback to Manager on quality activities</li> <li>• Actively participates in quality improvement activities within the unit or department in accordance with the National Standards for Clinical Excellence.</li> </ul> <p>Healthcare site</p>	<ul style="list-style-type: none"> <li>• Utilise clinical governance/risk data to learn from and continuously improve practice</li> <li>• Provide evidence of participation in quality activities</li> <li>• Demonstrate a proactive attitude in reviewing, supporting and implementing relevant research into the clinical environment</li> <li>• Improved patient care</li> <li>• Improvement in performance of the department and Epworth</li> </ul>
<p><b>Personal and Professional Development</b></p> <ul style="list-style-type: none"> <li>• Participates in prescribed performance development system annually</li> <li>• Evaluates personal performance and plans self-development</li> <li>• Participates in research and development relevant to speciality</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of annual performance appraisal</li> <li>• Participation in in-services, ward education, ward meetings where required</li> <li>• Completion of objectives outlined in appraisal development plan (provide</li> </ul>

	evidence of) <ul style="list-style-type: none"> <li>On-going contribution to posters, peer-reviewed paper or agreed research programs</li> </ul>
<p><b>Safety and Wellbeing</b></p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"> <li>Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</li> </ul>	<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>

## 7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Registered Nurse Division 1 with Nursing and Midwifery Board of Australia Health Practitioners Agency (AHPRA)</li> <li>Post graduate qualification in Surgical or Oncology services of this specialty</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Post graduate qualification in Breast Cancer Nursing or working towards completion of a breast care nursing graduate certificate or higher</li> </ul>
Previous Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Previous surgical or oncology nursing experience – minimum 3 years</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Previous Surgical Breast Care nurse experience – minimum of 3 years</li> </ul>
Required Knowledge & Skills	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Knowledge and commitment to Acts, Agreements and Epworth Healthcare directions, policies, procedures and staff code of conduct</li> <li>Knowledge and understanding of National Standards for Clinical Excellence and ACHS Accreditation Standards</li> <li>Develop strong networking links within the breast care nurse community, attending workshops, conferences and training</li> <li>Strong computer skills, along with excellent written, verbal and presentation skills</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to build effective relationships with a diverse range of people and to participate in effective teams</li> <li>• Excellent clinical skills and knowledge</li> <li>• Ability to plan and prioritise to meet goals and outcome deadlines</li> <li>• Be capable of raising awareness of the breast care nurse role through avenues such as Breast Awareness month.</li> <li>• Provide education to clients, family members and healthcare professional around chemo education for new and existing clients</li> <li>• Ability to impart knowledge to internal health care workers via local in-servicing programs of the specialised are of breast care and education</li> <li>• Ability to be receptive to new ideas and practices</li> <li>• Demonstrates role model behaviours</li> <li>• Superior conflict resolution skills</li> <li>• Assist with program development and running such as: Look Good Feel Better</li> <li>• Liaise and promote specialised breast rehabilitation programs, cancer care awareness and survivorship programs</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in developing and facilitating education programs based upon adult learning principles to meet the needs of the client base and organization</li> <li>• Demonstrated ability to evaluate programs and services</li> </ul>
<p><b>Personal Attributes &amp; Values</b></p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours</p> <ul style="list-style-type: none"> <li>• Compassion</li> <li>• Accountability</li> <li>• Respect</li> <li>• Excellence</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Belief in patient centered care</li> <li>• Commitment to providing a safe working environment for self, clients and colleagues</li> <li>• Commitment to providing a secure and confidential space for clients, families and colleagues</li> <li>• Professional work ethic</li> <li>• Practices within the ethos of Epworth healthcare’s values and behaviours</li> <li>• Flexible to meet the changing requirements of clients and organisational needs</li> <li>• Self-motivated and self-directed</li> </ul>

## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
23/02/2022	28/02/26	Director of Clinical and Maternity Services

## 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: \_\_\_\_\_