

1. General Information

Position Title:	Haematology Practice Nurse
Division/Department:	Clinical Research
Position Reports to:	Director of Haematology Clinical Trials Unit
Enterprise/Individual Agreement:	Epworth HealthCare Nurses Enterprise Agreement
Classification/Grade:	Grade 2
Location:	Epworth Freemasons & Precision Haematology
Employment Status:	Fixed term 12 month contract
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	NA
Key Relationships - internal and external	<ul style="list-style-type: none">• Patients, inclusive of family member(s) & visitors• Medical staff and VMOs working within the Haematology Clinical Trials Unit• Multi-disciplinary team colleagues Internal service providers ie. pathology, patient transport, radiology• Haematology Clinical Trials Unit and Department of Medical Oncology and Cancer Immunology (MOCI) staff• Precision Haematology

2. Overview of Epworth HealthCare

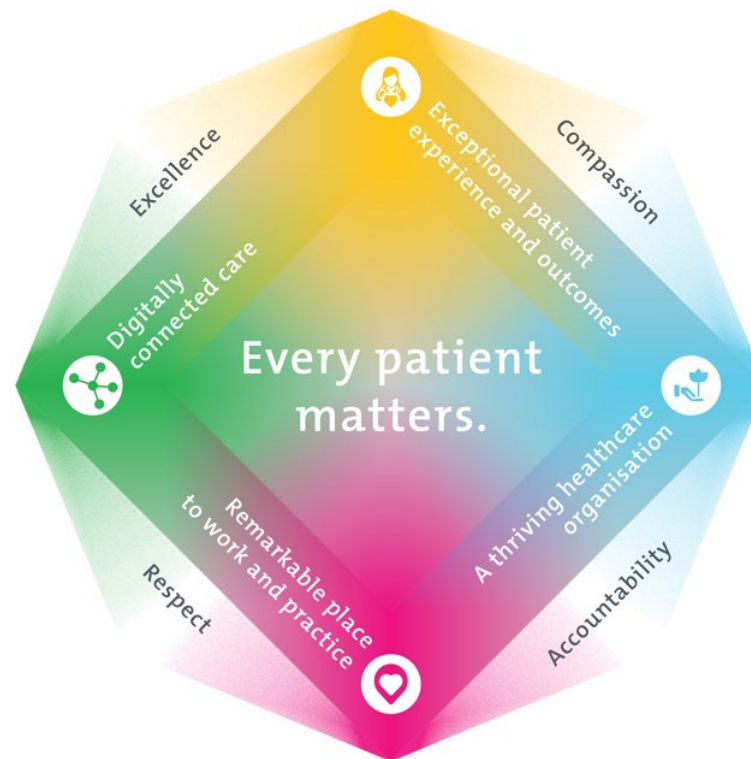
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our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

Position Description



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 Haematology Practise Nurse will be responsible for coordinating Haematology patients in real time and providing assistance to the Director of Haematology and other investigators involved in clinical trials with the patient population. To collaborate and provide best practice in high quality nursing care and experience that is in accordance with the patient's physical, psychological, emotional, social and spiritual wellbeing. In particular to utilise available resources, promote and participate in all national standards and quality activities and provide outstanding customer service to ensure positive clinical outcomes.

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
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<ul style="list-style-type: none"> • Responsible for educating patients in regards their diagnosis, investigations, treatments and supportive care. • Provision of relevant educational materials to patients and assisting them with accessing paramedical support provided by Epworth, Precision Haematology and/or external services. • Work collaboratively with haematology registrars/consultants, community GPs and Emergency Doctors to coordinate unplanned patient consults and admissions to hospital • Coordinating ambulatory care of infusion, transfusion and venesection-dependent patients. • Arrange bookings for pathology, diagnostic imaging, central line management, • Facilitate the transfer of patient care extending across internal and external healthcare services; • Liaise with the Australian Red Cross Blood Service, external health services and the Epworth Cellular Therapies Unit regarding organising tissue typing and/or other needs of patients identified for allogeneic transplantation and other cell based immunotherapies such as autologous stem cell transplantation and CAR-T therapy • Refer to, and liaise with, other Health Care Professionals involved in the holistic care of the patient; • Liaise with clinical trial staff and participants • Provide support to clinical trials staff and MOCI research staff and assist in patient recruitment and coordination of patient treatments 	<ul style="list-style-type: none"> • Mapping and streamlining care paths of patients during diagnosis treatment and follow-up, including creation and implementation of treatment schedules as directed by VMOs • Perform comprehensive health assessment of patients during both routine visits and acute episodes requiring triage through the healthcare system. • Coordinate chemotherapy and radiotherapy treatments across multicenter departments for patients and clinical trials
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<p>Leadership</p> <ul style="list-style-type: none"> • The Haematology Practice Nurse establishes and promotes a culture of customer service to doctors, patients, visitors and staff. • Demonstrates knowledge and understanding of current trends and their implications for nursing practice • The Nurse consultant builds strong and trusting relationships with internal and external stakeholders • Establish and maintain relationships with key stakeholders • Support the delivery of multidisciplinary care and promote the MDT as required • Advocates on the patients behalf • Builds and establishes positive relationships within and outside the organization 	<ul style="list-style-type: none"> • Coordinate patient presentation at multidisciplinary team meetings • Assist in the development of clinical process improvement
<p>Education and Research</p> <ul style="list-style-type: none"> • Support the running of clinical trials on the ward • Provision of clinical expertise and professional guidance to the multidisciplinary health care team • Liaise with clinical trials unit to identify opportunities for participation in trials • Recognizes and responds to the need for professional growth • Support the Haematology Clinical Trials Unit with clinical trial feasibility assessments as pertains to nursing requirements • Delegated on study delegation logs to provide specialized care in order to support patients on clinical trials undertaken on the ward (e.g. infusion of cellular immunotherapies (CAR-T cell therapy) 	<ul style="list-style-type: none"> • Attend and participate in the Epworth Haematology Journal Club • Participate in haematology audit and clinical research activities • Educate nursing staff on the ward about clinical trial protocols and support the nursing requirements associated with delivering Haematology clinical trials at Freemasons

<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"> • Role model and actively promote a culture of high quality patient care • 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 expectations and issues, using multiple strategies • Uses data (such as patient experience feedback) to identify opportunities for improvement in internal processes and systems that directly impact patient care and customer service • Responds quickly and proactively escalate concerns when necessary • Role model and actively promote a culture of high-quality patient care and experience by ensuring that solutions, practices and procedures (such as hourly rounding, leader rounding and bedside handover) are carried out with empathy and compassion 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Compliments to complaints ratios • Completes leader rounding at agreed frequency • Issues are escalated to the manager and resolved in a timely manner
<p>Safety and Wellbeing</p> <p>To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.</p> <ul style="list-style-type: none"> • All employees and other personnel under the authority of the manager are fully informed of the hazards associated with their work activities, adequately 	<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 • Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours

<p>trained and instructed in safe work procedures and appropriately supervised. 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"> • Integrate and review OHS performance in staff PDPs • Ensure all direct reports are held accountable for safety performance and actions 	<ul style="list-style-type: none"> • Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <p>Registered Nurse with:</p> <ul style="list-style-type: none"> • Nursing and Midwifery Board of Australia [NMBA] • Australian Health Practitioner Regulation Agency [AHPRA] <p>Desirable</p> <ul style="list-style-type: none"> • Post graduate qualifications
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Clinical skills at a level appropriate to a grade 2 year 10 • Minimum of 2 years' experience in Haematology/Oncology
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge and understanding of professional issues in nursing and the healthcare system in Victoria • Knowledge of healthcare issues as they relate to the healthcare industry • Knowledge and commitment to Acts, Agreements and Epworth Healthcare directions, policies, procedures and staff code of conduct • Organizational skills that are relevant with years of nursing practice • Knowledge of medico-legal issues • Maintains understanding of rationales and treatments for hematology patients

Position Description



	<ul style="list-style-type: none"> • Knowledge and commitment to Acts, Agreements and Epworth Healthcare directions, policies, procedures and staff code of conduct • Knowledge and understanding of National Standards for Clinical Excellence and ACHS Accreditation Standards • Intermediate to advanced computer skills • Good clinical practice certification • Well developed communication and interpersonal skills • Ability to work autonomously, but also be an active member of a larger team <p>Desirable</p> <ul style="list-style-type: none"> • Demonstrate role model behavior • Superior conflict resolution skills • A demonstrated interest in clinical trials
<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"> • Compassion • Accountability • Respect • Excellence 	<p>Essential</p> <ul style="list-style-type: none"> • Belief in patient centered care • Committed to providing a safe environment for patients & colleagues • Professional work ethic • Practices within the ethos of the Epworth HealthCare Values & Behaviors • Self-motivated and self-directed

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
24 April 2025		

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: _____