POSITION DESCRIPTION

Position Title: Cancer Nurse Coordinator

Date Produced/Reviewed: October 2012

Position Holder's Name:

Position Holder's Signature : .................................................................

Manager / Supervisor’s Name :

Manager / Supervisor’s Signature : .............................................................

Date : .................................................................
PURPOSE OF THE POSITION
The Cancer Nurse Cancer will be responsible for proactively coordinating the management of patients with cancer. They will work actively in partnership with the medical, nursing and allied health staff across the care continuum to ensure safe, patient focused care in line with the vision and values of Counties Manukau District Health Board (“CM Health”). The role requires advanced clinical knowledge and applied reasoning to safely case manage individual patients requiring cancer services.

The aim is to ensure optimal patient co-ordination during their cancer pathway. The Nurse Coordinator Cancer will be responsible for the coordination/facilitation of individual patient pathways across the primary, secondary and tertiary care interface, establishing effective working relationships with members of the multi-disciplinary team, patients, their families and caregivers. The Nurse Coordinator will work in partnership with Localities linking the Primary Care Health Care team who are the medical home for the patient.

They will be expected to have a working knowledge and understanding of the Ministry of Health cancer strategy and associated weighting times and targets.
Vision & Values

Organisational Shared Vision
To work in partnership with our communities to improve the health status of all, with particular emphasis on Māori and Pacific peoples and other communities with health disparities. We will do this by leading the development of an improved system of healthcare that is more accessible and better integrated. We will dedicate ourselves to serving our patients and communities by ensuring the delivery of both quality focussed and cost effective healthcare, at the right place, right time and right setting.

Organisational Values

Partnership
Working alongside and encouraging others in health and related sectors to ensure a common focus on, and strategies for achieving health gain and independence for our population.

Care and Respect
Treating people with respect and dignity, valuing Individual and cultural differences and diversity.

Professionalism
We will act with integrity and embrace the highest ethical standards.

Teamwork
Achieving success by working together and valuing each other’s skills and contributions.

Innovation
Constantly seeking and striving for new ideas and solutions.

Responsibility
Using and developing our capabilities to achieve outstanding results and taking accountability for our individual and collective actions.
### NATURE AND SCOPE OF RESPONSIBILITIES:

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<th>Key Accountability</th>
<th>Standards / Achievements</th>
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| **Coordinate the care of cancer patients** | • Collect, collate and organise data on the health and wellbeing and related needs of cancer patients, drawing appropriate conclusions and taking appropriate action.  
• Co-ordinates patients through the diagnostic process to ensure that patients are prepared for investigations and appropriate follow up occurs using a case management model for complex patients.  
• Reviews patients processes to ensure those waiting for cancer treatment are within the Ministry of Health required standard.  
• Maintains open lines of communication with medical staff (includes general practitioners) around any issues that may arise related to ‘their patients’.  
• Develops, maintains and implements a systematic process for preadmission scheduling and management in conjunction with the service, booker/scheduler and clinical teams.  
• Triages patients to determine area of need and level of assistance required, if any for cancer nurse coordinator ensures teams are aware of the clinical priorities in conjunction with the SMO/RMO.  
• Attends meetings and actively contributes to the discussions around cancer treatment options for patients and communicates findings from assessments and care planning to others involved in the care of the patient.  
• Ensures that an appropriate member of the multidisciplinary team communicates assessment and care planning information to the patient and whaanau /families.  
• Develop and maintain functional relationships with the Northern regional cancer network  
• Networks with other clinical nurse coordinators both regionally and nationally for sharing of knowledge and processes, looking to continuously improve the quality of care to patients.  
• Provide strong clinical leadership and change management skills within the multidisciplinary team.  
• Recognises barriers to engagement and compliance and develops an ability to work with others to develop an appropriate solution |
| **Contribute to the management of cancer patients** | • Ability to act autonomously in a variety of contexts, including acute and primary care settings utilising knowledge of community resources and support services.  
• Have expert knowledge of the assessment, care, and management of cancer across a tumour specific diagnostic |
| Maintain own professional development | Maintains own clinical competence and complies with the requirements of the Health Practitioners Competency Assurance Act.  
| | Maintains a current Professional Development and Recognition Programme (PDRP) portfolio  
| | Participates in annual performance review process to identify ongoing professional development requirements.  
| | Monitors national and international trends in the area of practice  
| | Maintains and update own knowledge base related to clinical speciality  
| | Attends educational opportunities and conferences relevant to the role and scope of practice and uses this knowledge to improve practice.  
| | Actively participates in relevant professional organisations.  
| | Is aware of national and local policy that impacts upon the health and wellbeing of patients with cancer.  

| Health and Safety | Work practices ensure safety for self and others |
| Recognises individual responsibility for workplace Health & Safety under the Health Safety Act 1992 | • Advice or assistance is sought before commencing an unfamiliar work practice  
• Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated  
• Complies with CM Health incident reporting policy  
• Emergency management procedures and compulsory / compliance education and training completed.  
• Ensures a safe working environment and safe working practices.  
• Ensures that all accidents/incidents in the workplace are investigated, and that hazards are recognised and adequate controls are put in place. |
|---|---|
| Resource Management | • Effectively uses trouble shooting and problem solving processes as issues arise.  
• Ensures effective time management skills and priorities workload appropriately  
• Actively contributes to the seamless function of the care of cancer patients by fostering positive cooperation across clinical groups, promoting patient focus, quality orientation and values consistent of CM Health.  
• Works collaboratively within the cancer team to ensure a streamlined quality service under the direction of the Coordinator Cancer Team, Service Manager and Clinical Head.  
• Actively seeks and develops relationships with Localities and local health care teams in the community to ensure that they are included in the care coordination as the medical home of the patient  
• Provides an interface between all stakeholders and acts as a key liaison person between members of the team  
• Actively contributes to the formation and review of divisional documents, guidelines, policies and procedures affecting service delivery. |
| Provide leadership in care delivery | • Ensures documentation is accurate and maintains confidentiality of information within a legal/ethical framework  
• Recognises and values the roles and skills of all members of the health care team and their delivery of care.  
• Acts as a role model for Senior Nursing and is proactively involved with succession planning.  
• Maintains a high level customer service focus with patients, families and multidisciplinary team members in accordance with CM Health’s Vision and Values.  
• Actively seeks resolution with regards to patient complaints in a customer focussed and effective manner to a timely and appropriate resolution  
• Actively role models behaviour expected of a Senior Nurse to protect self, and others when faced with unexpected patient responses, confrontation, personal threat or crisis situation |
| Cultural Competency | Maintains a current knowledge of relevant issues, trends and practices  
Individually responsibilities, actions and contributions enhance the success of the area/service/team and division utilising the principles of the Te Tiriti o Waitangi (Treaty of Waitangi  
| **Communicates effectively with patients, staff, families, groups and communities**  
| **Structures, systems and processes are aligned to enable, support and reinforce effective business performance in line with the Ministry of Health and Service targets.**  
| **Advocates for patients and their families to ensure they understand the plan of care and treatment options.**  
| **Complies with organisational clinical policies and guidelines.**  
| **Leads or contributes to, the development or review of clinical policies and guidelines related to the care and coordination of patients with cancer**  
| **Behaviour demonstrates cultural appropriateness and sensitivity**  
| **Builds and maintains productive working relationships**  
| **Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.**  
| **Work practices strengthen partnerships and demonstrate an understanding in health of barriers and disparities that effect Maori and Pacific peoples**  
| **Demonstrate partnership and shared decision making with Maori**  
| **Provide protection of Maori needs, values and beliefs**  
| Utilisation of information technology | Demonstrates knowledge of phone and paging systems  
| Demonstrates ability to access and use available clinical information systems.  
| Is conversant with applications required for specific discipline/role. For example, i.PIM, Concerto, Outlook, etc.  
| Maintains own professional development by attending relevant IT educational programmes  
| Demonstrates ability to use incident reporting system and manage incidents systematically.  
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**SCOPE FOR ACTION**

The Cancer Nurse Coordinator will be accountable for the effective co-ordination of patient care at all levels across the health sector and will need to make decisions or recommendations based on their understanding of up to date information, knowledge from discussions with the client’s medical team. There will be regular consultation will be with the Coordinator Cancer Team and Service Manager as well a professional reporting line to the Clinical Nurse Director and Clinical Lead Cancer.

They will at all time act in compliance with policy, professional jurisdiction and statutory requirements.

**DIMENSION OF THE POSITION**

The Nurse Coordinator Cancer will be responsible to the Coordinator Cancer Team for the achievement of agreed objectives and operates within the confines of CM Health.

**PROBLEM COMPLEXITY**

- The Cancer Nurse Coordinator will be regularly challenged by a wide range of problems from all areas, levels and disciplines throughout the hospital, primary and community sector. Therefore there will be a requirement to be able to prioritise issues while still providing high quality customer service.
- The range of problems will be diverse and require solutions customised to meet the circumstances of the client. Opportunities will arise to provide innovative options to the client, based on proven outcomes and using the cancer coordination strategy as a guideline.
- There will be demands to meet deadlines as per the MOH waiting times, maintain accuracy and quality of information. Failure to do so could impact on the organisation in terms of patient risk.
- The Nurse Coordinator Cancer will be expected to identify multidisciplinary strengths and weaknesses and implement change to reflect best practices whilst influencing client outcomes.
- Problems will vary from advising on or resolving complex issues of client care on a daily basis. Problem solving, observation, reporting and negotiation skills are frequently used to ensure the implementation of an effective cancer coordination system.

**Key relationships:**

**Internal:**
- Surgical & Ambulatory care Senior Management Team
- General Medicine Senior Management teams
- Diverse range of Nursing and Medical staff
• CND’s, Nurse Specialists
• Manukau SuperClinic & Surgery Centre staff
• Haematology/pathology/biochemistry/radiography- services
• Pharmacists
• Therapy services
• Community based Services, Home Healthcare
• Allied Health Teams
• Clinical Records
• Information Services
• Interpreters, Cultural Support Units

External:
• PHO-Primary Health Care Providers
• Locality Leadership teams
• Social Care Services, Community Agencies
• ACC
• Cancer Society
• Community Support Groups
• Regional Cancer Network
• Regional Cancer Centre
• Waitemata DHB and Auckland DHB clinical services
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<th><strong>PERSON SPECIFICATIONS</strong></th>
<th><strong>Minimum</strong></th>
<th><strong>Preferred</strong></th>
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| **Qualification**         | • Registered Nurse with Cancer experience  
  • Current NZ Practicing Certificate  
  • Post graduate diploma in progress – with a strong commitment to ongoing education | ▪ Completed PG Diploma with a Cancer focus |
| **Experience / Skills**   | • Minimum 3 years of relevant experience post registration  
  • Functioning at minimum of Proficient level on CM Health PDRP  
  • Excellent written and verbal communication skills  
  • Proven leadership skills  
  • Advanced patient assessment skills  
  • Working knowledge of Treaty of Waitangi and its application to practice.  
  • Knowledge of legal and ethical responsibilities  
  • Negotiation/conflict management skills  
  • Collaboration and consultation skills.  
  • Systems thinking  
  • Conflict management skills.  
  • Competent level of computer literacy | ▪ Expert portfolio  
  ▪ Problem solving/planning experience  
  ▪ Research skills  
  ▪ Teaching experience  
  ▪ Report writing skills |
| **Personal Qualities**    | • Strong Patient and whaanau focussed.  
  • Ability to work independently and contribute as a member of a team.  
  • The capacity to demonstrate strong clinical leadership.  
  • Commitment to ongoing professional development.  
  • Self reflective and critical.  
  • enthusiastic | |
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