



## ***POSITION DESCRIPTION***

<b>Position Title</b>	<b>Clinical Nurse Coordinator</b>
<b>Business area:</b>	<b>Cancer Care Centre</b>
<b>FTE:</b>	<b>As per Conditions of Employment</b>
<b>Reports to:</b>	<b>Nurse Team Leader</b>
<b>Approved by:</b>	<b>Practice Manager</b>

### **Position Objective**

- To provide effective clinical oversight and coordination of the daily workflow within the chemotherapy area
- To be professionally accountable for quality nursing management of patients.
- To facilitate the functioning of an environment conducive to patient and staff safety and well being.
- To support the business objectives of the organisation.

### **Functional Relationships**

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"><li>• Nurse Team Leader</li><li>• Oncologists/Haematologists</li><li>• Radiation Therapists</li><li>• Director of Nursing</li><li>• Nursing Coordinators</li><li>• Patient Care Manger</li><li>• Nurse Educators</li><li>• Infection Control Nurse</li><li>• Other Nursing Staff</li><li>• All other St George's staff</li></ul>	<ul style="list-style-type: none"><li>• Clinicians</li><li>• Allied Health Professionals</li><li>• Patients and Support persons</li></ul>



**Key Areas of Accountability**

Area of Accountability	Expected Results
<p><b>Professional Practice</b> To ensure a safe clinical environment for patients, staff and visitors</p>	<ul style="list-style-type: none"> <li>• Provides nursing care in accordance with Nursing Council requirements and within the professional boundaries stipulated in the Code of Conduct.</li> <li>• Takes responsibility for maintaining skills, knowledge and competencies as per hospital policies and procedures.</li> <li>• Provides, facilitates, advocates and evaluates nursing care that is evidence-based and is responsive to patient needs.</li> <li>• Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation.</li> <li>• Ensures appropriate communication of patient health assessment information.</li> <li>• Respects privacy, confidentiality of patients, staff and consultants.</li> <li>• Uses Information Technology as required with relevant training (Microsoft Word, Microsoft Outlook and the relevant Patient Management Systems).</li> <li>• Promotes the profession of nursing and presents a positive professional image.</li> <li>• Establishes and maintains a therapeutic relationship with patients / family / whanau / caregivers and relevant others.</li> <li>• Completes assessment and/or treatment requirements with patients / family / whanau / caregivers or authorized representative for patients receiving both chemotherapy and radiotherapy.</li> <li>• Ensures safe and effective planning of care occurs in partnership with the patient / family / whanau.</li> <li>• Provides telephone support and/or advice for patients in relation to current oncology condition/treatment protocols, including referral back to GP or community based nurses.</li> <li>• Encourages patient autonomy, self-determination and management.</li> <li>• Appropriately adapts and modifies patient care based on evaluation(s) / outcomes and information</li> <li>• Administers and monitors prescribed medications according to policies, protocols and procedures</li> <li>• Administers chemotherapy under guidelines of chemotherapy certification.</li> <li>• Maintains certification in chemotherapy and advanced IV management.</li> </ul>
<p><b>Leadership, Interpersonal Relationships/Teamwork</b> To ensure effective teamwork and contribute to the achievement of CCC vision and strategic plan. To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> <li>• Develops and sustains positive internal and external relationships, through communication and consultation.</li> <li>• Ensures an environment that fosters communication and teamwork and collegial support to all CCC staff and the broader community.</li> <li>• Appreciates and respects the contribution of others within the team.</li> <li>• Contributes positively to the goals of the team and the organisation.</li> <li>• Promotes a culture of professional development by engaging with staff and initiating strategies to promote professional growth whilst recognising individual abilities and organisational needs.</li> <li>• Communicates honestly and openly with team members.</li> <li>• Mentors, coaches, acknowledges, empowers and challenges staff.</li> <li>• Respects and supports staff when they make ethical decisions.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Ensures all communication reflects:-               <ul style="list-style-type: none"> <li>- an ability to support and guide people experiencing loss or grief or increasing dependence</li> </ul> </li> <li>• Interprets and adheres to lines of authority and uses proper channels of communication.</li> <li>• Accepts and effects constructive change and/or criticism.</li> <li>• Empathises with others.</li> </ul>
<p><b>Clinical Coordination</b> To provide effective management of the chemotherapy treatment delivery process and staff</p>	<ul style="list-style-type: none"> <li>• Ensure the safe use of all equipment operated by nursing staff, within health and safety guidelines.</li> <li>• Ensure the efficient use of the working environment and clinical resources.</li> <li>• Ensure that all administrative duties relating to the daily functioning of the chemotherapy suite are completed in an appropriate and efficient manner.</li> <li>• Develop, maintain, supervise and audit quality assurance programmes in the chemotherapy areas.</li> <li>• Initiate and facilitate key development initiatives for the use of MOSAIQ, and other chemotherapy related resources</li> <li>• Initiate, facilitate and encourage the innovation and development of ideas and procedures to maintain and enhance the quality of chemotherapy</li> <li>• Active contribution to performance reviews of nursing staff, in collaboration with the Nurse Team Leader.</li> <li>• Appropriate supervision is maintained to ensure all nursing staff are performing to required levels</li> <li>• Staff training requirements are identified</li> <li>• Orientation and training programmes are developed and implemented to ensure effective training for all staff in chemotherapy area.</li> <li>• Acts in the absence of the Nurse Team Leader</li> </ul>
<p><b>Professional Development</b> To maintain a high level of professional development</p>	<ul style="list-style-type: none"> <li>• Maintains and enhances current knowledge and skill base.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives.</li> <li>• Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the Organisation.</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> <li>• Maintains an excellent knowledge of supporting equipment in specialty area and is able to trouble shoot.</li> <li>• Engages in clinical supervision and preceptorship or orientation of nursing staff, students and other members of the multidisciplinary team.</li> <li>• Identifies teaching needs and provide accurate information and education to patients, relatives and/or significant others.</li> <li>• Acts as a role model for nurses and is prepared to guide and teach any staff with whom she/he is working.</li> </ul>
<p><b>Inter-professional Healthcare and Quality Improvement</b> To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> <li>• Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes.</li> <li>• Liaises with Quality Coordinator to ensure incidents are categorised , reviewed and investigated, and follow up actions for improvement are identified, in a timely manner</li> </ul>



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	<ul style="list-style-type: none"> <li>• Participates in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification, QHNZ Accreditation and BFHI certification.</li> <li>• Participates in the development and review of written standards.</li> <li>• Communicates modifications to procedures and policies as they occur.</li> </ul>
<p><b>Organisational Culture</b> To support a strong and positive image of St George's within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> <li>• Promotes harmonious working relationships .</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus.</li> <li>• Assists in facilitating positive inter-departmental relationships.</li> <li>• Maintains confidentiality in respect to CCC's operations, business, employees, clients and patients.</li> <li>• Models CCC's values and adheres to policies and procedures.</li> </ul>
<p><b>Cultural understanding of the Treaty of Waitangi</b> To promote cultural awareness within the Cancer Care Centre</p>	<ul style="list-style-type: none"> <li>• Understands and promotes the principles of the Treaty of Waitangi and the implications in nursing and research practice.</li> <li>• Respects, promotes and role models sensitivity towards ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.</li> <li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Maori.</li> <li>• Respects diversity of cultural and religious beliefs amongst staff and women.</li> </ul>
<p><b>Health &amp; Safety</b> To promote and ensure a safe working environment</p>	<ul style="list-style-type: none"> <li>• Ensures absolute familiarity with the procedures in the event of cardiac arrest, fire, internal and external disasters.</li> <li>• Performs all duties adhering to the infection control process maintaining a safe environment for both patients and staff</li> <li>• Participates in health and safety and infection control education sessions</li> <li>• Understands and uses Personal Protective equipment as required.</li> <li>• Ensures accidents and untoward incidents occurring in the department are reported.</li> <li>• Takes reasonable care for personal health and safety.</li> <li>• Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015.</li> <li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>• Recognises safety hazards and risks and initiates appropriate corrective actions.</li> <li>• Participates in Health and Safety training as mandated by St George's from time to time.</li> </ul>
<p><b>Organisational effectiveness</b> To contribute to the cost effectiveness and changing</p>	<ul style="list-style-type: none"> <li>• Sets appropriate priorities for workload.</li> <li>• Looks for ways and means to actively and effectively promote cost effectiveness.</li> <li>• Accurately completes cost accounting documents as appropriate.</li> </ul>



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needs of the hospital business	<ul style="list-style-type: none"><li>Ensures department remains within budget and provides rationale for exceptions.</li></ul>
<b>Other Duties</b> To undertake other duties as requested by the Practice Manager from time to time	<ul style="list-style-type: none"><li>Performs such duties in a timely, accurate manner and in accordance with policies and procedures.</li></ul>

### Qualifications, Experience and Personal Qualities

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Registered Nurse with relevant post basic experience</li><li>Holds a current practicing certificate</li></ul>	
<ul style="list-style-type: none"><li>Experience &amp; Knowledge</li></ul>	<ul style="list-style-type: none"><li>previous relevant experience in clinical leadership and chemotherapy delivery</li></ul>	Extensive experience and knowledge in cancer care and chemotherapy delivery
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>Shows respect for people</li><li>Uses initiative</li><li>Is proactive and innovative</li><li>Is an effective communicator</li><li>Is caring and friendly</li></ul>	

**Agreed by:**

Signed: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Practice Manager)

Date: \_\_\_\_\_