



Nelson Marlborough District Health Board

POSITION DESCRIPTION

POSITION: Clinical Nurse Specialist – Haematology and Oncology (District Wide)

RESPONSIBLE TO: **Operationally:** Clinical Nurse Specialist - Cancer Nurse Coordinator

Professionally: Associate Director of Nursing/Operations Manager,
Nelson

Our Vision:

Nelson Marlborough Health's (NMH's) vision is to work with the people of our community to promote, encourage and enable their health, wellbeing and independence.

Our Values:

***Respect* - We care about and will be responsive to the needs of our diverse people, communities and staff.**

***Innovation* - We will provide an environment where people can challenge current processes and generate new ways of working and learning.**

***Teamwork* - We create an environment where teams flourish and connect across the organisation for the best possible outcome.**

***Integrity* - We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.**

This is a designated Senior Nurse position.

PURPOSE OF POSITION:

The Clinical Nurse Specialist (CNS) Haematology & Oncology and is employed to advance client centred haematology/cancer care, interdisciplinary education and professional support across Nelson Marlborough Health. The CNS leads the advancement of professional knowledge and skills across the haematology/cancer nursing service utilising current evidence based practice. The CNS constructively role models and mentors nurses to ensure the effective coordination and delivery of haematology/cancer services in the wider nursing team (primary and secondary care). The CNS will be responsible for ensuring expert level nursing assessment, support, mentorship and facilitation for secondary and primary health care teams, to improve overall patient management of complex haematology/cancer care in our region.

The CNS will work district wide to provide clinical support to Wairau Inpatient and Oncology Nurses when appropriate. This will involve travelling to Wairau one day a fortnight and will require providing telephone support to Wairau on a needs basis.

This role positively affects patient outcomes and influences organisational throughput by providing and supporting haematology/cancer care assessment, diagnostic inquiry, planning and interventions for the haematology/cancer client population to support a well planned, well organised journey across primary and secondary care services back to the patients' place of domicile in partnership with the Oncology Service/broader cancer and haematology services team.

The CNS role will work within a team of specialist oncology nurses who provide a district-wide service. It is our expectation that the role will work closely with this nursing team as well as the Medical Oncology and Haematology teams to ensure that strong and effective connections are made to enhance communication, collaboration and haematology/cancer care coordination. The role is also responsible for promoting cohesive and consistent quality haematology/cancer care delivery across district which focuses on building capacity through nurse led care initiatives and comprehensive discharge plans to primary care to improve long term management of cancer and haematological disorders.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><u>Clinical Practice KPI's</u></p> <ul style="list-style-type: none"> • All assessments and treatment plans are appropriate and demonstrate advanced knowledge and skills • Evidence of health promotion and client education provided • Treaty partners confirm appropriate consultation and liaison 	<ul style="list-style-type: none"> • Provides advanced expert nursing knowledge and clinical leadership through involvement and oversight of direct patient care delivery. • Works with the Oncology and Haematology Departments to develop a model of care for nurse-led clinics. • Assists in building capacity, capability and confidence in the management of cancer in secondary and primary care. • Develops a comprehensive discharge process in conjunction with relevant services and primary care for long term management and monitoring. • Initiates appropriate therapy interventions where necessary. • Promotes the delivery and education of patient self management after completion of treatment. • Proactively anticipates the complex needs of haematology/cancer across the spectrum of care using expert nursing knowledge, critical reasoning, and diagnostic enquiry to independently assess, and undertake advanced evidence based clinical interventions and co-ordinate care. • Receives and makes referrals to other health disciplines in recognition of own speciality area and personal practice limitations. • Guides and supports others in their assessment, clinical decision making, implementation, evaluation and documentation of care in relation to the haematology/cancer speciality. • Guides, supports and acts as a resource both internally and externally on haematology/cancer nursing issues. • Uses a patient/family centred theoretical framework of nursing as a basis for culturally safe practice. • Is an active, collaborative member of the health team, contributes to patient conferences, multidisciplinary meetings and strategic planning of the service.

	<ul style="list-style-type: none"> • Works effectively in partnership with the broader haematology/cancer team to plan and deliver good quality haematology/cancer nursing management and nursing care. • Identifies skills gaps and educational needs for nursing and mentors and supports nurses working with haematology/cancer services across NMH. • Develops and enhances the concept of care protocols and pathways for haematology/cancer nursing management. • Identifies knowledge gaps created by the introduction of new technology or techniques and develop resources to ensure appropriate care is delivered to patients across the district. • Navigates care of all haematology patients in inpatient units and outpatient clinics. • Develops and strengthens ongoing relationships with all other health care team members to effectively coordinate interdisciplinary haematology/cancer care across health care settings and optimise outcomes. • Manages legal and ethical dilemmas related to haematology/cancer management in a supportive, collaborative manner. • Demonstrates an understanding of barriers and disparities that affect Maori. • Incorporates the Treaty of Waitangi principles into practice to support Maori health gain.
<p>Utilisation of research and evidence-based practice and the development of policy and clinical standards.</p> <p><u>Clinical Practice KPI's</u></p> <ul style="list-style-type: none"> • Evidence of clinical processes policies/protocols developed • Evidence of ongoing professional development appropriate for specialty • Required credentialed skills are current across the service • Number of education sessions provided for clinical staff 	<ul style="list-style-type: none"> • In conjunction with the CNS – Cancer Nurse Coordinator, Oncology Department Service Manager, ADON/Operations Manager, Specialty Clinical Nurses and Charge Nurse Managers, develops the CNS role to meet professional and organisational needs. • Challenges, reviews and develops current policy, procedures and standards by using a scholarly evidence based approach. • Conducts, monitors and facilitates haematology/cancer service delivery, to ensure quality health outcomes. • Identifies skills gaps within nursing delivery and plans and facilitates approaches to remedy same. • Engages in research relevant to the speciality as applicable, publishing same in relevant journals. • Influences decisions by generating new and innovative approaches to achieve evidence based haematology/cancer care and nursing practice working with the Oncology and Haematology departments to achieve same. • Demonstrates a commitment to risk management and effective resource utilisation within the haematology/ cancer service across the district. • Role models the application of evidence based practice principles in own clinical practice.

	<ul style="list-style-type: none"> • Acts as a change agent for best practice in haematology/cancer nursing and, in liaison with members of the Oncology nursing team and wider haematology/cancer services, facilitates the introduction of same across the service. • Actively involved in the development, provision and evaluation of educational programmes for other health professionals. • Represents the haematology/cancer nursing perspective at an organisational and national level. • Advises on new legislation/guidelines and developing appropriate changes to policy and protocol within the haematology/cancer services.
<p>Professional nursing development and leadership</p> <p><u>Clinical Practice KPI's</u></p> <ul style="list-style-type: none"> • Evidence of support and development for NMH PDRP programme, the National Knowledge and Skills Framework for Cancer Nurses and ongoing maintenance of professional portfolio • Evidence of clinical team processes policies/protocols developed • Evidence of ongoing professional development appropriate for specialty • Required credentialed skills current • Number of education sessions provided for clinical staff • National contribution to specialty professional development 	<ul style="list-style-type: none"> • Contributes to the professional development of nursing locally and nationally in relation to haematology/cancer nursing. • Shares specialist knowledge in formal and informal educational activities at local/national/international levels with members of the interdisciplinary team. This may include publishing relevant articles, presenting papers at conferences and seminars, case review and debriefing. • Reflects and critiques own practice, that of peers and other nurses within a supportive environment. • Participates in the planning and delivery of the nursing educational plan for the haematology/ cancer service in conjunction with the CNS - Cancer Nurse Coordinator, the DONM, ADON / Operations and Charge Nurse Managers. • Works within practice partnership with the senior clinical nursing team to support the orientation and skill development of new RNs in haematology/ cancer care primary and secondary care. • Supports the Nelson Marlborough Health Professional Development Recognition Programme (PDRP) by providing appropriate advice and input to individual nurses. • Develops pathways for patients with haematology conditions. • Monitors and conducts surveillance and blood product audits and reports monthly through Quality. • Reviews blood transfusion policy in collaboration with clinicians and quality team, facilitating '<i>1 will do, instead of 2 packed cells</i>' quality initiative.
<p>Maintains own professional development</p>	<ul style="list-style-type: none"> • Maintains own clinical competence within haematology/ cancer nursing. • Develops, maintains and submits own Professional Portfolio maintaining this level at all times. • Networks nationally and internationally to keep up-to-date with trends and developments in Haematology and Cancer.

	<ul style="list-style-type: none"> • Attends educational opportunities and conferences, relevant to role and scope of practice. • Participates in annual performance review process including review of performance goals and identification of areas for professional development
Undertakes other duties consistent with the above position description as reasonably requested by the Nursing Director and CNS – Cancer Nurse Coordinator, from time to time	<ul style="list-style-type: none"> • Required duties are completed in a competent and effective manner, consistent with the policies, procedures, aims and objectives of Nelson Marlborough District Health Board. • Provides reports to the CNS – Cancer Nurse Coordinator, ADON/Operations and Oncology Department Service Manager making recommendations where indicated. • Participate on committees and working parties, as the service needs require.
Quality Improvement	<ul style="list-style-type: none"> • A quality, customer-focused service is provided at all times, which follows best practice. • Participates in quality improvement processes in area of work. • Conducts audits and surveillance of transfusion guidelines and checks compliance quarterly against blood transfusion policy. • Monitors and audits thrombophlebitis and extravasations rates. • Monitors and documents appropriate Safety First Incidents if blood reactions occur. • Monitors and reports any wastage of blood products. • Root Cause Analysis in relevant oncology incident reviews. • Initiates ACC documentation for treatment related injury.
Health and Safety	<ul style="list-style-type: none"> • Compliance with all health and safety legislative requirements. • Compliance with the ACC Partnership Programme requirements. • Compliance with all organisation-wide health and safety policies and procedures. • Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan. • Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way. • Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early. • Knowledge of identified hazards is kept up to date.

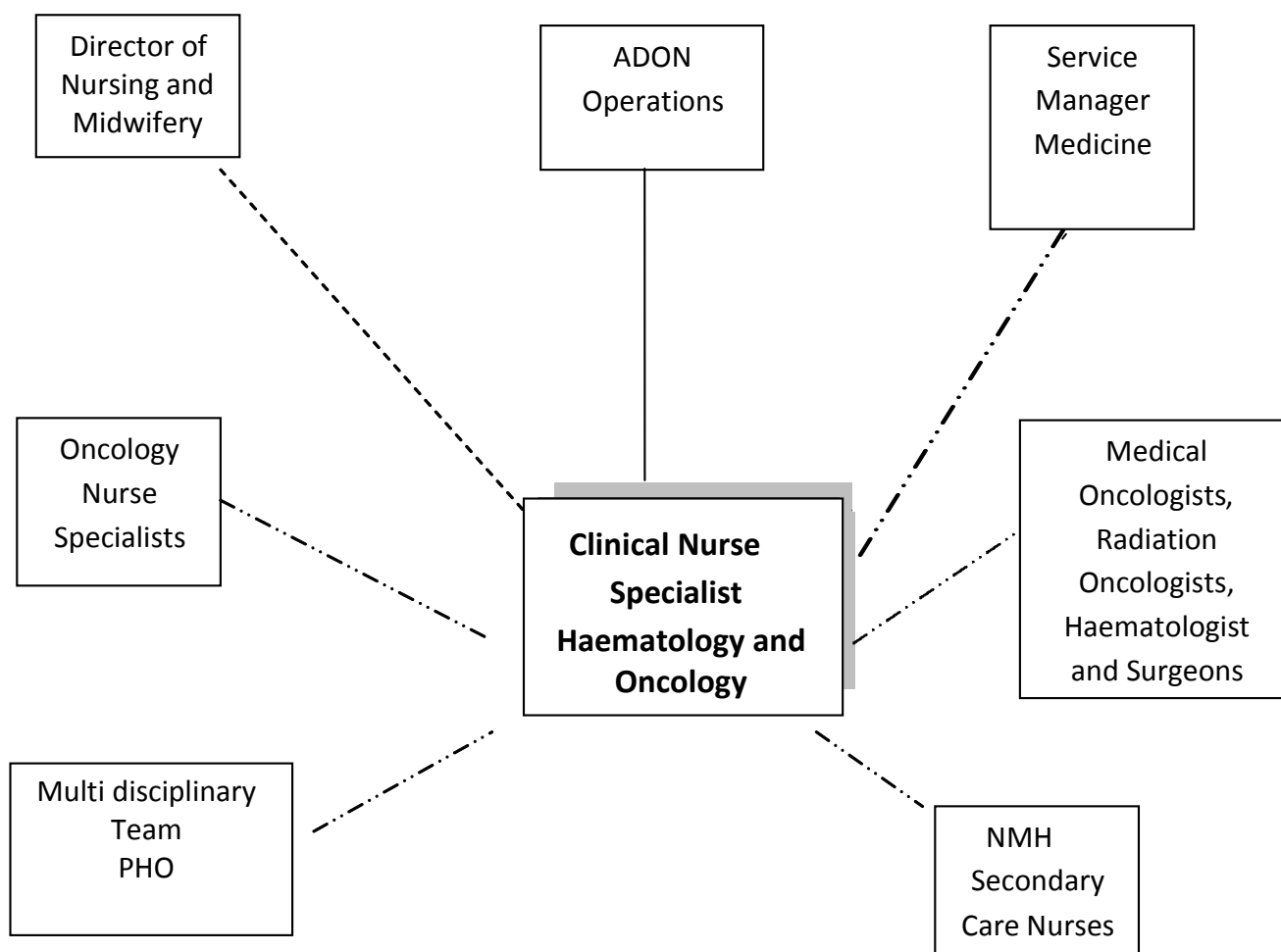
	<ul style="list-style-type: none"> Reportable event form is completed (via <i>Safety First</i>) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours. Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.
General	<ul style="list-style-type: none"> Obligations contained in Appendices 1 & 2 are met Other duties as negotiated with your Manager.

Reporting lines CNS – Haematology & Oncology

Working relationships -----

Professional accountability -----

Direct report _____



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Registered with the Nursing Council of New Zealand as a Registered Nurse and holds a current NCNZ practising certificate.
- Validated extensive clinical expertise within Haematology/ Oncology in a tertiary or secondary care service-minimum of 5 years.
- Holds a relevant post graduate qualification in nursing; preferably a Masters level degree or working towards with a focus on haematology/cancer nursing.
- Has a current driver's license with no restrictions.

Desirable

- Holds a post graduate qualification in adult or clinical teaching.

EXPERIENCE

- Holds a current Proficient or Expert level PDRP portfolio.
- Advanced nursing practice skill, knowledge and capability evidenced through participation in service and care planning within multidisciplinary teams of professionals focused on effective cancer care delivery of care.
- Demonstrated abilities in leading the development of pathways, protocols and guidelines for haematology/cancer care and managing change to implement same.
- Highly developed skills in influencing others and actively working within multidisciplinary teams focused on care delivery
- Working in / with primary care.

KNOWLEDGE AND SKILLS

Demonstrated:

- Teaching/mentoring and coaching skills within the clinical environment.
- Ability to teach broad spectrum of multi-disciplinary team using integrated multimedia.
- Ability to support clinical nursing staff at all levels of practice.
- Clinical leadership within a haematology/cancer service.
- Confidence in profession interactions across the haematology/cancer care spectrum
- Competency in self-directed time management.
- Ability to contribute to the professional development of nursing.
- Ability to develop appropriate nursing policies, procedures and standards.
- Quality focused.
- Involvement with national and local groups in area of specialty.
- Intermediate / Advanced knowledge of Microsoft Office applications i.e. Word, Excel, PowerPoint and Outlook and a sound working knowledge of internet based communications.
- Keeps up to date with available information technology relevant to position.
- Understands and complies with NMH Information Technology policies.

PERSONAL ATTRIBUTES:

- Demonstrated ability to work autonomously as well as part of a team.
- Ability to achieve complex problem resolution by being innovative and proactive.
- Accepts responsibility and accountability for own actions.
- Ability to provide inspirational and motivational leadership.
- Ability to encourage and foster professional nursing and quality across all care settings.
- Willingness to travel across a large geographical area as is required for this position which has a district wide approach.

APPENDIX 1

General Responsibilities of an Employee of Nelson Marlborough Health (NMH)

1. Professional Responsibilities

As an employee of NMH you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other NMH departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Right to Raise Concerns

- All employees of NMH are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

3. Child Wellbeing and Protection

NMH is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

4. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The "Employee Obligations" within NMH's Disciplinary Policy.

5. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

6. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

7. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

8. Treaty of Waitangi

NMH is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

9. Smokefree

NMH is a Smokefree Organisation. This applies to all staff and contractors working within NMH buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to NMH staff employed on Board business in the community.

Please sign below to confirm that you have read, understood and agree to the responsibilities and expectations outlined in this position description.

Signed:

Date:

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMH
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.