

POSITION DESCRIPTION

Position Title:	Lung Cancer Support Nurse
Location:	National Secretariat, Brisbane-based
Employment Status:	Permanent, Part-time (0.8 FTE)
Reporting Relationships:	General Manager of Thoracic Cancers and Rare Disease
Date:	July 2018
Salary:	Clinical Nurse Grade 6 (QLD rate)

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the work which is encompassed within this role. The key areas of responsibility and performance indicators are tied to the performance review and career development conversations. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

MISSION

Lung Foundation Australia's vision is to ensure '**better lung health and reduced impact of lung disease for all in Australia**' by:

- Promoting lung health
- Promoting timely diagnosis of lung disease
- Supporting those with lung disease and their carers
- Promoting equitable access to evidence-based care
- Driving quality research and raising funds for medical and scientific research;
- Influencing public policy, through advocacy across all levels of government.

VALUES

The Lung Foundation operates under the principles and respect for the law and system of government, respect for people, integrity, diligence and efficiency.

ENVIRONMENT

The Lung Foundation's National Office includes approximately 20 professional staff, supported by a team of dedicated volunteers.

SECTION 2

POSITION SUMMARY

This position is designed to provide access to a highly qualified Lung Cancer Support Nurse for patients, relatives, carers and health professionals. By accessing a free call telephone number callers can discuss any problems or queries they have on lung cancer related matters. It is expected that that you will provide practical suggestions about their lung cancer diagnosis, treatment and care, and possibly referral to an appropriate health professional or agency if identified. Information provided is evidence based and designed to empower the patient their carer and family as well as answer questions in their search for information about their medical condition.

The Lung Cancer Support Nurse is a qualified position with Oncology nursing experience and is responsible for providing evidence based information as well as emotional support by telephone, email, fax or mail to persons contacting the Lung Foundation's Information and Support Centre about issues related to lung cancer. The Lung Care Nurse will predominantly work in the Information and Support Centre and will not undertake home visits.

The Lung Cancer Support Nurse will also be involved with the provision of appropriate patient support services for Australians living with lung cancer. These services include maintaining and facilitating regular telephone support groups as well as facilitating the monthly face to face support group in Brisbane; a National lung cancer telephone support group and referral of patients/carers to appropriate supportive care within Australia. The position will be responsible for providing evidence based input, updating and reviewing lung cancer patient information

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Indicators
Respond to patient/carer telephone enquiries for medical support and information	<ul style="list-style-type: none"> a) Provide timely telephone support to consumers requesting medical support. b) Provide evidence base information to assist the patient in understanding their illness and direct them forward c) Demonstrate a high level of interpersonal skills – eg active-reflective listening, empathy and motivational interviewing skills d) Demonstrate a high level of specialised oncology nursing experience and clinical knowledge
Telephone Lung Cancer Support Group for patients nationwide.	<ul style="list-style-type: none"> a) Plan and facilitate regular telephone support group meetings for consumers – nationwide. b) Liaise and network with health professionals through the Lung cancer MDT directory for patient referral pathways to promote the support groups c) Build rapport and trust with patients, carers and family members d) Demonstrate a high level of interpersonal skills – eg active listening, empathy and motivational interviewing skills e) Demonstrate a high level of specialised oncology nursing

Key Areas of Responsibility	Performance Indicators
	experience and clinical/medical knowledge
Liaise with Health Professionals	a) Develop and maintain key networks with lung health professionals (eg lung cancer care coordinators, thoracic and respiratory nurses, lung cancer specialists, allied health) to help deliver patient support services and educational resources b) Identify opportunities to support lung cancer nurses in professional care of lung cancer patients, their carers and family members c) Provide evidence based input, updates and reviews of lung cancer patient information materials.
Awareness/Advocacy	a) Raise awareness of LFA resources and support care services to consumers including printed and web based resources. b) Support patients and/or carers in advocating on matters relating to lung cancer c) Work with patients and volunteers to build their capacity to advocate d) Work with patients and volunteers to build community awareness – eg. at Oncology Nurses conferences, community seminars

REQUIREMENTS/DESIRABLE:

Registered Nurse currently registered with the Nurses Board
 Bachelor of Nursing with at least 2 years' experience in Oncology Nursing.
 Experience in Lung Cancer nursing or palliative care is desirable.
 Counselling experience is desirable.
 Able to travel (intra/interstate) when required.
 Previous experience working in an information & support services/helpline highly desirable.

ATTRIBUTES:

Demonstrated ability to/in:

- Communicate empathetically and effectively (both by telephone and face to face)
- Motivational Interviewing Skills
- Communicate with patients, carers, relatives and health professionals
- Refer patients to appropriate information and support services
- Understand and practice medical professional etiquette and research ethics including matters of privacy and confidentiality
- Facilitate face to face group support meetings in an empathetic and responsive manner
- Work autonomously and within a team environment
- Prioritise tasks and manage time effectively
- Educate the community in lung cancer as well as promoting early detection of lung cancer symptoms.



SECTION 3

REPORTING RELATIONSHIPS

The Lung Cancer Support Nurse reports directly to the General Manager of Thoracic Cancer and Rare diseases.

The Lung Cancer Support Nurse will aligned with the – Lung Cancer National Program; Information and Support Centre Coordinator

EXTERNAL RELATIONSHIPS

The Lung Cancer Support Nurse shall maintain external relationships with health professionals & organisations (eg lung cancer nurse coordinators, respiratory nurses, lung specialists, support group leaders, allied health organisations, cancer councils, etc).

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the General Manager of Thoracic cancers and Rare diseases.

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date

Jane Kerr
*General Manager of Thoracic Cancers
and Rare diseases*

Date