

# Role description

## South West Hospital and Health Service

### Role details

<b>Job ad reference</b>	SW231059	<b>Classification</b>	Nurse Grade 7
<b>Role title</b>	Nurse Unit Manager Cancer & Palliative Care Services	<b>Salary</b>	\$105 174 - \$114 182 p.a.
<b>Status (temp/perm)</b>	Permanent Full Time 76 hrs p.f.	<b>Closing date</b>	Wednesday 25 January 2017
<b>Unit/Branch</b>	Cancer Care Services SWHHS		
<b>Division/Hospital and Health Service/Hospital</b>	South West Hospital and Health Service	<b>Contact name</b>	Georgina Jones Nursing Director Workforce and Practice
<b>Location</b>	Roma	<b>Contact number</b>	07 4505 1528

### Our Vision and Purpose

To be a respected leader and partner organisation to improve and maintain the health outcomes and wellbeing of our patients, our staff and our communities. To provide safe, effective and sustainable health services that people trust and value.

### Vision for the public service

To be a government of the 21st century, one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnership that are all about positive outcomes rather than just service delivery and regulation.

To enable this vision, the Queensland Public Service (QPS) is transforming from a compliance focus to a more values-led way of working. The following **five values statements** underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



#### Customers first

- Know your customers
- Deliver what matters
- Make decisions with empathy



#### Ideas into action

- Challenge the norm and suggest solutions
- Encourage and embrace new ideas
- Work across boundaries



#### Unleash potential

- Expect greatness
- Lead and set clear expectations
- Seek, provide and act on feedback



#### Be courageous

- Own your actions, successes and mistakes
- Take calculated risks
- Act with transparency



#### Empower people

- Lead, empower and trust
- Play to everyone's strengths
- Develop yourself and those around you

## Your employer—South West Hospital and Health Service

- For more information on **South West Hospital and Health Service** visit the following websites – [http://www.health.qld.gov.au/workforus/profiles/Region\\_SWest.asp](http://www.health.qld.gov.au/workforus/profiles/Region_SWest.asp) and [Home Page - South West Hospital and Health Service](#)
- To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider – RemServ at <http://www.remserv.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on 1300 304 010.

## Your opportunity

The Nurse Unit Manager Cancer Care Services is accountable at an advanced practice level for the coordination of clinical practice and provision of human, financial and material resources for Cancer and Palliative Care Services within the South West Hospital and Health Service.

The Nurse Unit Manager Cancer Care Services participates directly in the delivery of patient centred care, coordinates care across health care settings, and contributes to organisational change and clinical reform initiatives that improve local access to health services through enhanced use of technologies.

## Your role

- Fulfil the responsibilities of this role in accordance with [QPS](#) and HHS values, as outlined above.
- Work within a quality and safety framework and actively participate in quality and safety improvement.
- Report any identified facility/system risks to relevant Line Manager for input into the approved Risk management system.
- All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
- Ensure all workplace health and safety mandatory training and role requisites are completed.
- Develop, implement and monitor compliance with evidence-based clinical policies and procedures for delivery of cancer and palliative services.
- Lead the cancer and palliative care nursing team, ensuring that services meet professional and best practice standards and guidelines.
- Provide clinical leadership and education for health service staff regarding cancer and palliative care.
- Ensure the effective and efficient use of human, financial and material resources for Cancer and Palliative Care Services.
- Participate in the safe and effective management of cancer and the delivery of cancer treatments.
- Apply advanced clinical problem solving and ability to plan and evaluate nursing interventions for patients that have less predictable outcomes.
- Facilitate development and implementation of patient centred care pathways that are individualised through engagement with the patient/carers and the multidisciplinary care team.
- Coordinate care for patients across the continuum of care to facilitate a seamless path for the patient journey.
- Contribute to building a strong multidisciplinary team by utilising high level communication skills.
- Utilise available technology to facilitate provision of cancer care services as close as possible to the patient's home location.

- Foster a learning culture that promotes ongoing professional development of staff and facilitates clinical innovation.
- Contribute to recording of service statistics, and monitor and report on key service indicators.

## Mandatory qualifications/Professional registration/Other requirements

- Mandatory possession of Registration with the Australian Health Practitioner Regulation Agency with a current annual practicing certificate is essential.
- While not mandatory, Tertiary qualifications are desirable.
- While not mandatory, proficiency in chemotherapy administration is highly desirable.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- Potential applicants are advised that the *Aged Care Act 1997* requires Queensland Health employees and volunteers of aged care services to have a current National Police Certificate. Queensland Health will facilitate the applicants obtaining the above check.
- This position requires the incumbent to operate a government vehicle and an appropriate licence endorsement to operate this type of vehicle is required (Queensland 'C' class licence).
- Vaccine Preventable Diseases: It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases: hepatitis B, measles, mumps, rubella, varicella, and pertussis (whooping cough) during their employment.

## How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Expert clinical knowledge and skills in cancer and palliative nursing practice.
- Leadership and management skills and ability to coordinate care for patients across health sectors.
- Knowledge and application of quality improvement processes, and experience in developing evidence based policies and procedures.
- Ability to provide mentoring and professional practice support to staff.
- Excellent verbal and written communication skills, including experience in preparing reports that evaluate service outcomes against key performance indicators.

## Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- Any other documentation required by the panel, if required.
- A short statement (maximum 1-2 pages) on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account 'Your Role' and 'How you will be Assessed'.

## How to apply

- Your application should be submitted online [www.health.qld.gov.au/workforus](http://www.health.qld.gov.au/workforus) or [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) by the closing date.
- For new employees, including those from other Queensland Hospital and Health Services please attach:
  - 3 identity documents (certified copies). At least one photographic ID and one that contains a signature and date of birth (Passport or Birth Certificate and Driver's Licence; and Student photo ID, Proof of age card, Australian citizenship certificate, Medicare card or Utility bill).
  - Certified copies of your qualifications/licence and copy of your registration, if applicable.
  - Evidence of vaccination against the following vaccine preventable diseases, or proof that you are not susceptible to: hepatitis B, measles, mumps, rubella, varicella, and pertussis (whooping cough).

## Additional information

- Permanent and temporary vacancies longer than 12 months remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Applicants will be required to give a [statement of their employment as a lobbyist](http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf) (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>) within one month of taking up the appointment.
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the [Workers' Compensation and Rehabilitation Act 2003](http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003) (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles', according to the **National Health & Medical Research Council Australian Immunisation Handbook** & the **Queensland Health Infection Control Guidelines & HR Policy B1- Recruitment & Selection**. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either:
  - Have been vaccinated against the VPD's listed in the role description; or
  - You are not susceptible to the VPD's listed in the role description.
- It is the **responsibility of the chairperson/line manager** to ensure the applicant meets the VPD requirements of the position (Refer to Procedure - **Immunisation – Staff 30117**). Any job offer would be subject to the supply of evidence related to the VPD/s in addition to other required employment screening.
- Regardless of risk category all SWHHS employees should be encouraged to undertake vaccination against VPDs.
- Only applications from candidates will be accepted, applications that may result in an Agency Fee will not be accepted.

## Organisational Chart

Disclaimer: Please note Organisational Structure subject to change

