

POSITION DESCRIPTION

Position: Clinical Nurse Specialist – Cancer Council 13 11 20
(CISS.04)

Reports To: Manager - Cancer Council 13 11 20

Classification: Band E

CANCER COUNCIL VICTORIA

Every year, more than 35,200 Victorians will be diagnosed with cancer, and 11,100 will die from cancer (based on 2018 Victorian Cancer Registry report) . The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

DIVISION / UNIT / TEAM SUMMARY

The Strategy and Support Division comprises of Cancer Information and Support Services (CISS), Research Governance and Optimal Care (RGOC), Cancer Strategy, Business Management and McCabe Centre for Law and Cancer. The purpose of the Division is to minimise the impact of cancer on the Victorian community now and into the future by:

- Empowering patients and clinicians by delivering dynamic, evidence-based, tailored information and support
- Promoting optimal cancer care pathways to improve the patient experience
- Using evidence to investigate and evaluate policies and programs for people with cancer
- Maximising the impact of cancer research and cancer data
- Funding extramural research of greatest impact; increasing investment for research into cancers with lowest survival

- Advocating for policy change to improve cancer outcomes and level out system inequities
- Works with partners in Australia and across the world to advance law to fight cancer and other non-communicable diseases.

POSITION SUMMARY

The Clinical Nurse Specialist is responsible for providing accurate, evidence-based informational, practical and emotional support to all persons affected by cancer who contact the service via a range of mediums.

The Clinical Nurse Specialist will also provide appropriate referrals to appropriate support, whether this be to internal CISS programs, or to services and supports offered by external agencies.

The Clinical Nurse Specialist will predominantly work on the 13 11 20 service and will link with and provide input and support to all other CISS programs when required as part of a multi-skilled team.

The Clinical Nurse Specialist will also participate in and contribute to improvement projects and research initiatives as required.

RESPONSIBILITIES

Knowledge Building and Professional Development

- Attend ongoing training, education seminars and Cancer Council meetings to facilitate professional skills and development.
- Keep up-to-date with community social services, health insurance arrangements and government services for people with cancer.
- Research and access evidence-based information from approved reputable sources, including national and international scientific and medical organisations.
- Maintain ongoing knowledge through relevant professional development activities, review of journal articles, literature reviews.
- Actively participate in call monitoring, peer review and debrief sessions through professional supervision with a psychologist.

Cancer Council 13 11 20 Service Delivery

- Provide specialised cancer information and resources about cancer, and provide emotional support to persons affected by cancer, health professionals and the general public.
- Refer people affected by cancer to internal and external support services, as per internal policies and procedures.
- Act as a resource to other health professionals, members of community organisations and groups by providing education, training and resource material, as required, and as directed by Manager, Cancer Council 13 11 20.

Support Programs and Research Contribution

- In collaboration with academic, clinical and relevant Cancer Council research teams, assist with the design, development, implementation and evaluation of support programs delivered by CISS in order to reduce the impact of the cancer experience on people affected by cancer.
- As part of the multi-skilled team, provide input into the ongoing development of protocols and procedures for all CISS programs. This may include literature

reviews, updating training manual modules, writing protocols or facilitating training in consultation with relevant stakeholders.

- Receive and action referrals from medical and allied health professionals for all CISS programs, and provide support or program coverage as required during times of leave or unanticipated absence
- Assist with the review and update of Cancer Council Victoria literature as requested.

Stakeholder Engagement and Management

- Maintain membership in professional nursing associations and develop professional relationships relevant internal and external stakeholders as required
- Provide support to internal divisions to carry out their work where required, and to Cancer Council Victoria staff as directed and supported by the Manager, Cancer Council 13 11 20
- Represent Cancer Council Victoria at forums within Cancer Council guidelines.
- Provide education to relevant stakeholder and community groups on the work of CISS and Cancer Council Victoria to ensure ongoing engagement and referral to our services.

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- Division 1 Registered Nurse currently registered with the Australian Health Practitioner Regulation Agency (AHPRA), with a demonstrated ability to respond to the information and support needs of people affected by cancer.
- Minimum of 4 years postgraduate experience with at least 3 years in Oncology / Palliative Care Nursing.
- A comprehensive understanding of all types of cancer.
- Willingness to participate in regular professional development and improvement of clinical knowledge and communication skills.
- Advanced communication, interpersonal and active listening skills.
- Ability to work autonomously as well as part of a team.
- Computer literate, with skills in Internet and email use.

Desirable Criteria

- Post-graduate qualification in Oncology Nursing.
- Ideally continue to work elsewhere in an oncology clinical setting.
- Formal communication skills training.
- Experience in client and/or professional education.
- Experience in telephone support.

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check
- Completion of satisfactory Working with Children's check (Employee version).
- Ability to work flexibly from home in a safe and private area, when required.