

Icon Cancer Centre Australia

Clinical Nurse / Clinical Nurse Specialist (state-based title refer to relevant industrial instrument)

Scope of Position

Purpose:	The Clinical Nurse or Clinical Nurse Specialist (CN/S) will: • Provide advanced nursing care for oncology and haematology patients with complex needs • Deliver expert advice, high level clinical assessment, treatment coordination and patient centred care • Ensure clinical practice aligns with evidence-based, best practice, safety standards and Icon policies and procedures This advanced clinical role: • Contributes to leadership, education and training, quality improvement and professional development within the service • Supports safe, high quality clinical operations
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Award

Department	State
Classification	Grade/Level 2
Reports to: Nurse Manager	Number of direct reports: 0

Working Relationships

Internal	• Nurse Manager, Administration Manager, Site Manager, site staff, Senior Nursing Leadership Team, State Manager, Chief Executive Officer (CEO), Clinical Care team, Icon Nurse Education Team (INET) and Icon Research team
External	• Patients, families and carers, Visiting Medical Officers (VMO), volunteers, business partners including local pathology and radiology providers, and community organisations

Key Responsibility Areas

Key Responsibility 1

Patient Centred Care	• Assess, plan, implement and evaluate care for patients with complex oncology and haematology needs • Ensure timely and accurate documentation consistent with professional and organisational standards • Provide expert advice and clinical guidance to nursing and multidisciplinary team members • Demonstrate advanced clinical proficiency in symptom management, treatment coordination, medication safety and supportive care
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Document Owner	Date of Issue	Version	Review Date	Document No.
Nursing Practice Unit	May 2026	Version 1.3	May 2029	GHRFOR 0402.01

Patient Centred Care (cont.)	• Coordinate care across teams to ensure continuity and safe transitions • Lead or contribute to clinical guideline, policy & procedure development or review • Promote evidence-based practice across the service
Key Responsibility 2	
Clinical Leadership & Teamwork	• Contribute to a respectful, collaborative and high performing team environment • Support team members through coaching, preceptorship and role modelling • Support operational leadership • Act in the role of Nurse Manager when required and within scope and experience • Lead change initiatives and act as a senior resource for clinical escalation • Contribute to workflow management strategies to ensure efficiency, quality and productivity • Undertake delegated responsibilities such as portfolios or clinical facilitator tasks, with time allocation agreed with the manager
Key Responsibility 3	
Quality Improvement	• Promote a culture of safety and adhere to all National Safety and Quality Health Service Standards • Identify risks, escalate appropriately and participate in risk reduction strategies • Lead or support quality improvement initiatives, audits and corrective actions • Ensure infection prevention, medication safety and clinical governance requirements are met • Lead or support site level quality improvement projects • Support service accreditation readiness and compliance activities
Key Responsibility 4	
Learning and Growing	• Support orientation, training and competency development for staff • Collaborate with INET to deliver in service education aligned with identified learning needs • Contribute to the development of education resources and clinical learning activities • Work collaboratively with INET to address emerging clinical priorities
Key Responsibility 5	
Professional Development	• Demonstrate accountability, integrity and adherence to Icon Values and Code of Conduct • Maintain own mandatory competencies and continuous professional development

Professional Development (cont.)	• Participate in professional groups, committees or working groups as required • Participate in performance development activities, including Iconic Performance Program
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All Icon Employees	
Contributing to exceptional service delivery and patient care.	• Participate in team meetings and comply with all internal and external standards, continued professional development and on-the-job training requirements to ensure knowledge, skills, and abilities are adequate to fulfil position requirements and professional standards of your role. • Behave in a manner that is consistent with the organisation's Code of Conduct and applicable professional standards to ensure all interactions with stakeholders are positive and represents the expected standards of conduct and values of the organisation. • Comply with the organisations' Quality and Environmental Management Systems to ensure consistency in service delivery and the continuous improve in delivering exceptional patient care. • Communicate effectively with your leadership team and colleagues to bring to life ICONs vales, solve problems, build relationships, and cultivates a supportive and professional culture that seeks to find new and better ways of realising ICON's purpose • Participate in the Performance Development and Review program to ensure key performance indicators that contribute to the organisation's operational objectivise and strategic direction are achieved. • Submit payroll information and other specific documentation within identified timeframes are met to ensure audit requirements and optimal service standards are achieved.
Commitment to a health and safety culture are work	• Comply with Icon's Work Health and Safety policy and procedures to ensure your individual acts, conduct, performance or omissions do not adversely affect the health and safety of yourself or others at work. • Participate in and complete all work health and safety training relevant to role and comply with any reasonable instruction given by the business or management team to act in accordance with the WHS Act given • Participate in consultative strategies on work health and safety and employee wellbeing including training and proactively identify hazards in the workplace, participating risk assessments and the determination and implementation of effective short- and long-term control strategies. • Actively use all equipment provided for health and safety, including plant and equipment, mechanical lifting equipment, assistive devices, personal protective clothing and equipment and any other equipment. • Report all incidents that occur in the workplace immediately to the Manager or Supervisor and participate in any incident investigations as required. • Meet all health surveillance and vaccination requirements in accordance with relevant procedures to ensure your health is not adversely affected by the workplace, workplace conditions or workplace exposures. • Participate in rehabilitation and return to work processes if injured or ill as a result of a work-related condition.

Selection Criteria – Key Attributes	
Skills, Knowledge, Experience	Mandatory: • Minimum 3 years post -graduation nursing experience • Minimum 2 years clinical experience in oncology nursing Desired: • Member of relevant professional bodies (e.g. CNSA, COSA)
Qualifications	Mandatory: • Current registration with AHPRA as a Registered Nurse Desired: • Postgraduate qualification in oncology nursing or working towards one, consistent with state industrial requirements
Other	• Immunisation • Police Check • AHPRA Registration and/or Licence

Training Requirements	
ICON	
Professional/Technical	•

Position Description Authorisation	
Position of Manager	
Date Authorised	

I agree to the details outlined in this Position Description and understand that these may be amended from time to time dependent upon the changing needs of Icon.	
Name of Incumbent	
Signature of Incumbent	
Date	

Portfolio Management

The CN/S role is a senior nursing position with additional responsibilities, including the management of a designated portfolio. Time allocated for portfolio responsibilities is negotiated with the Site Manager and or Nurse Manager and varies depending on the portfolio assigned. Allocation of portfolios is based on service needs and acknowledges that the scope and time commitment differ across portfolios.

CN/S portfolio responsibilities include:

- Developing and maintaining an annual portfolio plan
- Monitoring progress and reporting on outcomes
- Contributing to quality and safety improvement activities
- Ensuring portfolio activities align with departmental and organisational requirements

Portfolio 1. – Clinical Facilitator

In collaboration with the Nurse Manager and Icon Nurse Education Team the CF will:

1. Support onsite training and onboarding program for new starters.
2. Support mandatory training and competency completion.
3. Facilitate onsite nursing education.
4. Identify clinical knowledge/skills gaps.
5. Support university nursing student placement.
6. Support local Basic Life Support (BLS) Champion in the implementation of their portfolio

Portfolio 2 – National Safety & Quality Health Service Standards (NSQHS)

In collaboration with the NM, responsibilities may include oversight of a Standard from 3 to 8. Aligning with your interests and the need of the department:

- **Standard 3** Preventing and Controlling Infections
- **Standard 4** Medication Safety
- **Standard 5** Comprehensive Care
- **Standard 6** Communicating for Safety
- **Standard 7** Blood Management
- **Standard 8** Recognising and Responding to Acute Deterioration

Activities include:

- Implementing safety strategies
- Participating in committees
- Supporting audits and action plans
- Support the completion of mandatory clinical competencies and learning objectives
- Contributing to accreditation processes

Portfolios 3 - Work Health and Wellness

- Support a safe clinical environment for staff and patients, for example: Mental Health First Aider
- Collaborate with the Workplace Safety and Wellbeing team on site initiatives

Portfolio 4 - Audit schedule

- Complete scheduled audits
- Identify risks and support corrective actions
- Partner with the Clinical Governance and Quality team to ensure compliance

Portfolio 5 – Survivorship / Wellness Program

- Support delivery of Icon's nurse led Survivorship and Wellness Program
- Provide survivorship follow up and holistic nursing support for patients living with and beyond cancer
- Develop and document individualised Wellness Care Plans in collaboration with patients
- Identify survivorship needs and coordinate referrals to multidisciplinary and community services
- Promote self-management, wellbeing and healthy lifestyle behaviours
- Ensure documentation and practice align with Icon survivorship policies and governance
- Participate in survivorship training, Community of Practice and service improvement activities