

Position Description

Position Title:	Specialist Melanoma Nurse
Position ID:	MPAPD0013
Position Location:	Virtual Office Flexible Work Arrangements / Occasional Travel Inter/Intra State
Reporting To:	Melanoma Telehealth Nurse Manager
Direct Reports:	Nil
Other Contacts:	Regular contact with MPA staff, volunteers and Board Members Contact with relevant industry, community groups, & suppliers
Relevant Award:	Nurses Award 2010 - MA000034
Relevant Award Level:	Registered nurse—Level 3 (RN3) for work level/type classification only).
FTE Allocation:	1 FTE – opportunity for full or part time dependent on applicant pool (Flexible work arrangements)

ORGANISATIONAL PURPOSE AND VISION

Our Purpose is to support, connect and advocate for Australians affected by melanoma and work towards its prevention

Our Vision is to create a world where no one affected by melanoma walks alone

POSITION OVERVIEW

The Specialist Melanoma Telehealth Nurse is a Registered Nurse and experienced cancer nurse who delivers person-centred, comprehensive, specialist cancer nursing support to people affected by melanoma through telephone and video-based telehealth services. The role is responsible for providing high quality, individualised specialist nursing support to patients referred to the comprehensive nursing service, through the assessment, planning, implementation and evaluation of evidence based supportive care.

This position plays a key role in the delivery of Melanoma Patient Australia's Model of Care and Telehealth Navigation Framework, ensuring patients and families receive timely, needs-based support across Melanoma Patients Australia's domains of care. Working with patients who have complex needs, the role is required to provide evidence-based education, information and guidance as informed by Melanoma Patients Australia's Model of Care and comprehensive nursing interventions.

The role aligns with national cancer care priorities of equitable access, continuity of care, supportive care integration and patient empowerment. It complements hospital-based services and community support programs to ensure patients are well prepared, supported and appropriately referred throughout the care journey.

NOTE: This position is not authorised to provide medical treatment or medical advice, and or clinical counselling formally or otherwise.

The role covers a number of areas, including but not limited to:

Comprehensive Patient-Centred Specialist Nursing Support

- Deliver comprehensive, holistic, respectful, person-centred specialist telehealth support to people affected by melanoma, ensuring support is responsive to each person's values, preferences, goals, and circumstances
- Conduct comprehensive nursing assessments to identify support and information needs across the melanoma care pathway and provide specialist nursing education, interventions and care planning as needed
- Support patients through melanoma-related transitions by providing education, guidance and support with navigating complex healthcare systems, minimising barriers to care and enhancing equitable access to support and treatment
- Promote shared decision-making, health literacy, and patient empowerment through the provision of evidence-based information, self-management support, and preparation for anticipated transitions
- Provide information and education to patients about MPA's broader support services, programs and resources
- Foster a therapeutic nurse- patient relationship that enhances safety, confidence and self-management

Care Coordination & Referral

- Coordinate and facilitate timely referrals to internal and external services and care providers to ensure continuity of support
- Collaborate with multidisciplinary healthcare providers, community partners, and internal teams to support integrated, coordinated, and seamless patient care
- Escalate clinical concerns appropriately and refer when patient needs fall out of scope
- Facilitate navigation across services, including primary care, specialist centres, oncology teams, dermatology, allied health, and community services
- Coordinate referrals to MPA's Foundational Support, Melanoma Counselling and Community Support Programs, in addition to external cancer navigation services, ACNNP partners and other supportive care services as needed
- Collaborate with the Telehealth Nurse Manager and MPA teams to ensure continuity of care

Documentation, Data Collection and Quality Improvement

- Manage a telehealth caseload independently, prioritising patient needs in a remote environment
- Maintain accurate, timely, confidential and professional documentation in accordance with organisational, legal, and professional standards.
- Collect relevant activity and outcome data to support reporting, evaluation, and service improvement
- Contribute to the development and delivery of patient education resources, support programs, group education activities, quality improvement initiatives, and other projects that enhance patient experience and outcomes
- Contribute to reporting requirements and preparation of reports

Clinical Leadership, Team Support and Service Delivery

- Support nursing team members with the delivery of patient-centred melanoma care, as required
- Act as a resource for members of the team, in regard to specialist melanoma information, education, support and information needs and programs
- Co-facilitate and contribute to the delivery of melanoma specialist support groups
- Provide non-specialist melanoma support to individuals as required, to support service needs (e.g. covering support line, nurse navigation and foundational support)
- Work with the team and other staff to ensure the provision of a consistent approach in service delivery

- Attend industry meetings / events and community outreach engagements as requested
- Actively seek to promote Melanoma Patients Australia's services in the broader Health Community, events, meetings and conferences when applicable
- Participate driving referrals and advocating for the service to relevant stakeholders and consumers when applicable
- Contribute to national melanoma nursing programs to support high quality specialist nursing practice (e.g. Melanoma Community of Practice)
- Domestic travel may be required on occasion to fulfil partnerships and service promotional requirements

Learning and Professional Development

- Remain engaged with networks to support innovation and keep up to date with best practice in telehealth nursing, cancer nursing, and melanoma diagnosis, treatment and supportive care
- Be proactive in seeking learning and professional development opportunities.
- Ensure qualifications are current, undertake further learning and studies relevant to the role where opportunities present, as approved
- Uphold professional, ethical, and telehealth best-practice standards

Health and Safety

- Actively contribute to health and safety at Melanoma Patients Australia by being aware of health and safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace
- Take reasonable care for your own health and safety and for the health and safety of other team members and volunteers
- Working within national and organisational clinical governance frameworks, resolve to minimise, mitigate and/or report any issues that may impact consumers, staff or volunteers

Code of Conduct

- The Code of Conduct Policy applies to all staff, volunteers, Board Members and contractors and sets out the minimum standards of behaviour and conduct required at Melanoma Patients Australia. Melanoma Patients Australia expects every person to behave in a professional manner at all times giving consideration to individual differences including culture and diversity

Other Policies and Procedures

- Staff, volunteers, Board Members and contractors are expected to comply with Melanoma Patients Australia's policies and procedures at all times

CORE COMPETENCIES

Knowledge	• Advanced knowledge of melanoma disease processes, treatments, specialist nursing competencies and supportive care • Demonstrated ability to engage and provide support to people affected by a life-threatening illness • Demonstrated understanding of the wider system for people with cancer and the ability to effectively use knowledge to assist individuals diagnosed with melanoma • Understanding of team dynamics and working in a small team
Consumer Focus	• Ability to problem solve where outcomes are not reached • Identifies and meets consumer expectations • Adheres to service standards and monitors performance • Continually seeks ways to improve operations and services to provide improved outcomes
Values	• A genuine synergy with the services, vision and values of Melanoma Patients Australia • Commitment to social justice and human rights • Respect for human dignity and worth and valuing consumer self-determination • Ability to work independently with professional integrity, confidentiality and equitable practice.
Delivers Results	• Ability to work collaboratively with others to achieve required outcomes • Experience in interpreting feedback and providing acceptable solutions • Ability to make detailed and accurate notes • Capacity for lateral thinking, solutions focused, and results driven • Monitors and reports on performance and progress • An understanding of consumer confidentiality and data collection and protection • Develops and implements action plans • Able to prioritise and meets required deadlines with quality output

Builds External Relations	• Ability to work collaboratively with health practitioners and allied health services to effectively support people affected by melanoma • Able to liaise with new external contacts for mutual benefit • Acts as an ambassador for the organisation
Communication	• Exceptional verbal communication skills suited to telehealth delivery. • Ability to explain complex information clearly and compassionately.

KEY SELECTION CRITERIA

Qualifications, Experience and Licences

Qualifications	Registered Nurse
Licence / Registration	Current Registration with AHPRA
Police Clearance	Police Clearance no older than 3 months
Experience	5 years minimum experience in a clinical setting - At least 2 years' recent experience in Oncology Nursing - At least 2 years' recent experience providing counselling services in public or private organisational settings - At least 2 years' recent experience in Oncology Nursing - Experience and knowledge of survivorship principles - Excellent written and verbal communication skills - Ability to understand personal client journey, in the absence of access to medical history - Experience working on-line / video and telephone (desirable) - Experience with working in a periodic pressure environment, with ability to prioritise important and urgent matters - Proven Self-discipline and motivated tendencies - Experience working autonomously, without direct supervision, whilst understanding scope and escalation logic - Experience with organising multiple tasks, ability to remain methodical and systematic
Desirable Skills and Knowledge	- Graduate Certificate in Oncology - Experience working in the not-for-profit sector - High level of general computer literacy (Microsoft office, web, CRM's and databases) - Experience working on-line / video and telephone

EMPLOYMENT CONDITIONS

The below are conditions of employment for all roles:

- A full unrestricted Australian work permit or visa
- A National Police Check no older than 3 months must be provided or is required to be obtained upon appointment to the role and every three years thereafter
- Working with Children's Check required for identified roles

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines, and systems of Melanoma Patients Australia.

Date PD created / Revised	15 June 2026
PD approved by	<i>Shannon Anderson</i>
Date of approval	15 June 2026

DISCLAIMER: The information contained in this position description is intended to describe in general the nature and level of work being performed by the incumbent in the assigned position. This is not an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, the incumbent may be required to perform duties outside of their normal responsibilities as required and as directed.

I have read and understood the duties and requirements of this position description as described above. By signing this position description, I agree to and acknowledge the expectations required of me.

Employee Name	
Employee Signature	
Date	