

Position Description

A LEADER IN INTERNATIONAL CANCER RESEARCH, PREVENTION, TREATMENT AND CONTROL

Peter MacCallum Cancer Centre aims to lead the way in a new era of cancer care, research, education and control. Our unique laboratory bench-to- bedside approach; highly talented and committed people; new facilities and local and international partnerships all combine in pursuit of our goal to improve and save lives.

AT THE FOREFRONT OF MAJOR TRANSFORMATION: REDEFINING CANCER

Ground-breaking scientific discoveries and life-changing treatments are creating new hope for people with cancer. Advances in molecular and genomic medicine are transforming the way we think about how cancer develops and how we detect and treat cancer. At Peter MacCallum Cancer Centre, our normal days are extraordinary. We relentlessly pursue research discoveries and innovative clinical practices that are game-changers in cancer treatment.

VISION AND VALUES

Peter MacCallum Cancer Centre strives to be *the best in cancer care, accelerating discovery, translating to cures*. How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Excellence**, **Compassion** and **Innovation**.

- EXCELLENCE** We ensure clinical practice is evidence-based, patient-centred, and provided by qualified and experienced staff.
- COMPASSION** We adhere to the strongest ethical standards to ensure a culture of openness, mutual respect and trust.
- INNOVATION** We strive to ensure that innovation is fostered by supporting research and a learning culture.

1. POSITION DETAILS

Title	Nurse Practitioner (NP), Preventing Cancer with Medications (PCMed) service	Division	Chief Nursing Officer
Department	Nursing	Location	Melbourne
Enterprise Agreement (or its successor)	Nurses and Midwives		
Classification	NP award (dependent on experience)		
Immunisation Risk Category	Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day		

Position Summary	Several medications are efficacious in reducing the risk of breast cancer by up to 60%. However, they are currently infrequently prescribed in Australia, at least in part due to clinician knowledge gaps. The Preventing Cancer with Medications (PCMed) Service helps fill this existing evidence-implementation gap by providing specialist support to initiate prevention medications where appropriate. The Service was initiated in late 2023 and has been shown to be effective and highly acceptable to women and their clinicians. The NP, PCMed is an expert practitioner who uses and facilitates evidence-based practice to triage, provide expert advice and education to patients, in collaboration with the medical consultants and wider PCMed Service. They will provide expert patient assessment and management (via telehealth), and coordination of complex care in the clinics. The NP demonstrates leadership and innovation in clinical practice, education, and research. They are responsible for the continuous quality improvement and growth of the PCMed Service and for building capability of the service in collaboration with the medical lead. The NP will be responsible for achieving and reporting key performance indicators and for promoting safety and quality including representation at relevant meetings when required.
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	The NP, PCMed will be an expert cancer nurse with experience in targeted primary prevention of breast cancer using medications. Key responsibilities of the NP PCMed role will be to: • Provide clinical service delivery within the PCMed service in collaboration with the medical and care team • Assist admin staff with triaging new referrals to the PCMed service • Prioritise equity of access to the service • Review clients' breast cancer risk assessment data (using iPrevent (www.petermac.org/iprevent) and other validated tools) • Assess client suitability for medications that reduce breast cancer risk • Provide evidence-based information about risk-reducing medications that is personalised to the individual client • Prescribe medications to reduce breast cancer risk, and manage side-effects in conjunction with GPs and others in the client's treating team • Staff a hotline telephone service to promptly address queries from GPs, other referrers and PCMed clients, regarding management of medication side-effects • Facilitate case discussion and multidisciplinary collaborations • Assist with development of information and education resources for clients, GPs and other referrers. • Understand the psycho-social impact and needs of patients attending the PCMed and liaise with GPs • Promote the service to potential referrers nationally • Participate in data collection and quality assurance activities • Present at internal and external peer reviewed forums • Maintain and update standard operating procedures, policies and guidelines relevant to the current and future direction of the PCMed service. • Assist with development of clinician training materials as the Service scales up	
Position Reports to	Direct	Professor Kelly-Anne Phillips
	Professional	Chief Nursing Officer/ ADON, Haematology and Medical Oncology
Number of Reports	Direct	N/A
	Indirect	N/A
Decision Making Authority	NA	
Key Relationships	Internal	• Patients and Carers • Medical, nursing and administration team of the Preventing Cancer with Medications Service • Familial Cancer Centre • Clinical nurse consultants and practitioners, nurse managers, nursing education, research staff and nursing staff from other departments • Multi-disciplinary team • Support departments – pathology, diagnostic imaging, pharmacy • Specialist Clinics Team • Patient Navigators
	External	• Referring Hospital (if applicable) • General practitioners • Specialist services • Community services • Precinct partners

2. SELECTION CRITERIA

Essential Requirements	• Registered Nurse Division 1 (AHPRA) • Endorsement as Nurse Practitioner (AHPRA) • Postgraduate Qualification in Oncology Nursing • Minimum 5 years' experience in oncology nursing at a senior level • Minimum 12 months' experience working in targeted breast cancer prevention using medications • High level interpersonal, communication and negotiation skills • A proven ability to work effectively autonomously and in a multi-disciplinary team
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	Advanced patient assessment and management knowledge and skills.
Desirable Requirements	- An understanding of and experience with developing evidence-based practice and practice change and development - Demonstrated involvement in professional activities and organisations e.g., Cancer Nursing Society of Australia, Haematology Society of Australia and New Zealand. - Willingness to participate in higher education and research related to cancer risk reduction strategies.

3. KEY ACCOUNTABILITIES

Key Accountabilities	Demonstrated by / Key Performance Indicators
1. Clinical Practice 1.1 Ensure the delivery of high standard of evidence-based nursing care to patients. 1.2 In the clinical setting, conduct comprehensive screening, assessment planning implementation and evaluation. 1.3 Establish and maintain effective communication with other health professional and support staff, patients' families, the community and external care providers. 1.4 Collaborate with other health professionals to ensure the patient's safe and effective care. 1.5 Lead and facilitate the development of systems and processes to support the planning and coordination of treatment, education and support needs for patients. 1.6 Support the ongoing development of the clinical services model and provide support and information to nurses in the preceptorship program allocated to the clinical service 1.7 Actively engages in the preceptorship program, ensuring succession planning for the role 1.8 Contribute to the development of local, national and international evidence-based care guidelines 1.9 Support and promote excellence and autonomy in clinical practice and patient care	- Patients and their families experience timely, personalised and evidence-based care - Demonstration of advanced knowledge and skill in nursing practice - Demonstration of advanced knowledge and skill in educating and managing patients at risk of cancer - Excellent communication between patients, carers, inpatient and outpatient multidisciplinary teams - Excellent communication with the multidisciplinary team and referring clinicians as relevant to role - Timely response to hotline enquiries - Continue to provide thorough education and assessment throughout planning, treatment and post monitoring phase. - Use of evidence based pharmaceutical and non-pharmaceutical treatment interventions - Comprehensive management of side effects related to treatment - Provide ongoing education on PCMed to inpatient and outpatient departments - Provide support and preceptorship opportunities to primary care and other specialty groups for PCMed education - Maintain and update PCMed precinct wide policy and procedures - Contribute to the development of evidence-based position statement or papers, recommendations and guidelines where appropriate both nationally and internationally
2. Screening and Assessment	- Demonstrates expertise in clinical assessment skills and care planning for patients - Supports other nurses and clinicians to develop expert clinical assessment skills and develop individualised care plans

3. Improving Quality and Safety of our services 3.1 Ensure relevant education material for patients and other nurses is evidence based and up to date 3.2 Deliver evidence-based nursing care where possible 3.3 Participate in, and facilitate, nursing research 3.4 Foster an environment that promotes education and research within the nursing division 3.5 Participate in continuing education sessions, committees, special projects and relevant professional groups 3.6 Educates the health care team regarding the concept and role of the Nurse Practitioner 3.7 Collects and monitors relevant KPI's for your stream 3.8 Demonstrates flexibility and creativity in identifying resources to meet patient care needs 3.9 Ensures the vision, purpose and values of the organization are understood and integrated into daily practice Assists with the submission of proposals for grants/special projects funding	• All patient care is formulated with due consideration to national guidelines • Collection of key performance indicator data that can be used to inform practice change
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4. ACCEPTANCE AND AGREEMENT

All Peter MacCallum team members must:

- Demonstrate and role model Peter Mac values
- Comply with all Peter Mac Policies and Procedures.
- Comply with the Requirements of the National Safety & Quality Health Service Standards.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Peter MacCallum Cancer Centre's performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.

Peter Mac strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Peter Mac has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Peter Mac's Child Safe Policy.

Peter MacCallum Cancer Centre is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Peter MacCallum Cancer Centre is a smoke-free environment.

ACCEPTANCE

I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Peter MacCallum Cancer Centre reserves the right to modify position descriptions as required, and I will be consulted when this occurs.

Your acceptance is recorded via e-Recruit.

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the People and Change department.