

Position Description

Human Resources

Position Title:	Breast care Co-Ordinator / Clinical Nurse Consultant – Wards, Specialty Units
Reports To:	Director of Clinical Services
Position Summary:	<ul style="list-style-type: none"> • Review nursing practice and implement appropriate actions based on latest research, literature, equipment and treatment. • Provides quality nursing care to patients based on best practice. • Provide support and education to patients with breast disease and facilitate medical treatments. • Co-ordinate and manage the breast clinic. • Management of specific areas such as breast prosthesis, breast reconstruction and lymphoedema. • Provide specialised representation at meetings and relevant committees. • Identify educational needs of nursing staff and devise appropriate educational programs. • To provide expert clinical input to the development of staff. • Participate in orientation of nursing staff. • Development of relevant policies.
Qualifications/Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> • State Registered Nurse with the New South. • Five years post graduate experience including three years in breast care nursing. • Relevant post-graduate qualification.
Desirable:	<ul style="list-style-type: none"> • Experience within the private health sector
Key Performance Criteria (e.g.: Leadership / Problem Solving / Conflict Resolution / Customer Service / Leadership / Administration)	
<p>a) Leadership</p> <ul style="list-style-type: none"> • The CNC/Co-ordinator provides leadership that facilitates the ongoing development of clinical practice. • Contributes to the development and management of clinical processes such as care plans, policies, guidelines and clinical pathways. • Provides leadership in the ongoing review of clinical practices at facility meetings or other organisations. • Assumes leadership roles, which promote broader advancement of clinical practice 	

Position Description

Human Resources

such as membership of professional boards and development of advanced nursing practice standards

- Strong leadership skills, taking the initiative in resolving issues/problems
- Problem solving in the position will relate primarily to stakeholder management, ensuring that multiple people with different agendas are working efficiently to the same end.
- The occupant of this position will be expected to operate with limited guidance and will be expected to make a significant contribution to the development of strategy as well as its implementation.

b) Customer Service

- The CNC/Co-ordinator provides expert clinical advice to patients, carers and other health care professionals within breast care.
- Provide expert client centred consultancy practice, participating in direct patient care provision.
- Develop, facilitate and evaluate care management plans for patients who have complex health needs.
- Provide education to patients and carers on complex clinical issues.
- Identifies and uses innovative clinical practice models, such as the implementation and evaluation of new treatments and therapeutic techniques.
- Provides patient centred consultancy practice within a mixed clinical environment
- Maintains good customer relations
- Ensures competency
- Service concerns are addressed in a timely manner
- Motivated and committed contributor
- Effective team-player

c) Technical skills and application

- Ensures all computer technology in the department is utilised to its full capability.
- Assists with the orientation and support for new staff.
- Adopts a consultative approach within a multi-disciplinary work environment.
- Mandatory education is completed annually.
- Adheres to hospital policies and procedures at all times.
- Usage of the Macquarie University Hospital's IT systems is in line with the authorisation granted to this position – please refer to the IT policy for further information on access levels.

Position Description

Human Resources

d) Personal and Professional Development

- Continually develops both personally and professionally to meet the changing needs of career and industry.
- Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required.
- Participates in formal and informal education programs and collaborates with others in the development and delivery of these.
- Develops significant educational resources for nurses and other health care professionals.
- Actively participates in the Performance Management process as required.
- Evaluates own performance to identify strengths and areas where professional development can occur.
- Maintains an up-to-date expert knowledge of current trends within breast care.
- Maintains confidentiality of patient information at all times.
- Assists staff in completing annual competency training
- Develops effective networking opportunities with other health professionals

e) Teamwork and Communication

- Practices according to the aims, objectives and core values of Macquarie University Hospital.
- Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery.
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills
- Performs other duties as directed by the Director Clinical Services
- Provides the opportunity for the development and growth of others

f) Continuous Improvement

- Demonstrates a commitment to quality improvement and takes an active role in the ISO Certification process to meet ISO9001 standards incorporating Core Standards for Safety and Quality.
- Identifies future issues and new directions for the service.
- Contributes to formal service and strategic planning processes within the organisation.
- Provides ongoing comprehensive analysis of current practice and the impact of new

Position Description

Human Resources

directions on the clinical speciality service.

- Initiates, develops, implements and evaluates strategic changes for the clinical service.
- Initiates and contributes to quality activities
- Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors
- Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees.
- Complies with obligations under Section 30 of the Workplace Health and Safety Act (1995).

g) Administration and Documentation

- Ensures that all documentation is accurate and completed in a professional and timely manner
- Ensures incidences are reported accurately and in a timely manner
- Reviews and evaluates reported incidents and manages risk as per policy
- Evaluates performance in a planned and systematic way and seeks feedback from customers in relation to the service delivered by the unit.

Key Performance Indicators

- a) Participates in ISO preparation, auditing processes and continual improvement activities

MACQUARIE UNIVERSITY HOSPITAL HR ONLY

Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date:
	Director of Clinical Services	Allison Carr	14/1/2010		