

Position Description

Registered Nurse Grade 3

Classification:	Registered Nurse Grade 3 YU15
Business unit/department:	Day Oncology/Day Oncology at Home
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ (ONJ Centre and patient's homes)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment type:	Fixed-Term Part-Time, Parental Leave Backfill
Hours per week:	32 for 12months
Reports to:	Nurse Unit Manager
Direct reports:	N/A
Financial management:	Budget: N/A
Date:	2026

Position purpose

As a Registered Nurse in Day Oncology at Home (DOAH) at Austin Health you are responsible for planning, implementing and evaluating evidence based nursing care in collaboration with the multidisciplinary team to achieve optimal healthcare outcomes for our patients while they have treatment in their home. You will also be required to work within the Day Oncology department on site regularly.

The Registered Nurse is a key member of the health care team responsible for ensuring nursing professional, organization, legal and ethical standards are met. The Registered Nurse is responsible for supervising and delegating to other health professionals such as Enrolled Nurses and Health Assistants in Nursing.

About Day Oncology and Day Oncology at Home

Cancer Services provides a comprehensive range of services for cancer patients and their families, including radiotherapy, medical oncology, surgical oncology, clinical haematology – including autologous and allogeneic bone marrow transplantation. Supportive care, wellness and palliative care are integral components of the service, along with teaching, education and research. Services are provided in a range of inpatient and ambulatory settings. Inpatients services include two acute cancer wards and a palliative care ward. Ambulatory services include radiation oncology, day oncology,

apheresis and multidisciplinary cancer clinics which operate on a Monday-Friday basis. A cancer clinical trials centre manages trials in inpatient and ambulatory settings.

Day Oncology

The Day Oncology unit of 21 treatment chairs, 2 beds and 4 Day Oncology at Home cars, is a Monday to Friday ambulatory and home cancer service. It is staffed by nurses providing expert nursing care and support for patients and their families in the administration of cancer therapeutics.

Treatment is provided on-site, or patients meeting specified safety criteria may be offered the opportunity to receive treatment in their home under the Day Oncology at Home Program.

Patients are supported through their journey via the nurse consultant-led Symptom and Urgent Review Clinic, including telephone support, telehealth and on-site reviews

In addition to administration of systemic cancer therapies, patients with chronic haematological malignancy and those receiving follow up in the post-acute allogeneic bone marrow transplant phase are managed in the day oncology for blood product support.

Nursing care is provided with the support of a collaborative multidisciplinary team, including specialist medical (oncology and haematology), nursing, pharmacy, allied health staff and administrative staff. Referrals to allied healthcare workers, such as dietitians, pastoral care, social work and occupational therapy also help the team to deliver the best and most comprehensive cancer care.

Ensuring all our clients are able to access optimal therapy both now and into the future, we are actively involved in the administration of national and multinational clinical trials in collaboration with Austin's Cancer Clinical Trials department.

Position responsibilities

The DOAH nurse is accountable for the delivery of quality patient care and outcomes in a manner consistent with the professional code of conduct, legal requirements and organisational policies and procedures, within a framework of continuous improvement and economic resource utilisation, in accordance with objectives of the DOAH service.

Direct Clinical Care

- The safe administration of SACT in the home to oncology and haematology patients
- Performs a systematic and focussed nursing assessment of patient and environment as required.
- The specialised assessment of side effects and toxicities related to SACT
- Delivering care in line with the DOAH guidelines and criteria for admission.
- Plans and evaluates nursing care in consultation with patients and the multidisciplinary health care team
- Planning discharge management of DOAH clients with appropriate referral to Community Services.
- In conjunction with Unit Manager and DOAH ANUM, providing a physical and psychosocial environment which promotes, safety, security and optimal health outcomes for DOAH patients
- Provides safe and effective evidence-based nursing care to achieve optimal health outcomes for patients
- Delegates aspects of care to others according to their competence and scope of practice
- Prioritises workload based on needs, acuity and optimal time for intervention
- Responds effectively to unexpected or rapidly changing clinical situations
- Establishes, maintains and appropriately concludes therapeutic relationships recognising professional boundaries



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- Communicates and collaborates effectively with others to facilitate the provision of care

Professional Leadership

- Practices within own scope of practice in accordance with legislation affecting nursing practice and healthcare
- Fulfils the duty of care
- Acting as a role model and team builder for other staff.
- Practices within a professional and ethical nursing framework in accordance with the policies of the organisation
- Practises in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals /groups and aligning to Austin Health's organisational values.
- Acts as an advocate for patients within organisational and management structures of Austin Health.
- Recognises the difference in accountability and responsibility between registered nurses, enrolled nurses and unlicensed health care workers
- Understands requirements for delegations and supervision of practice
- Raises concerns about inappropriate delegation within organisational and management structures of Austin Health.
- May be required to act in-charge of the unit/ward when the NUM/ANUM is unavailable to do so
- Recognises and responds appropriately to unsafe or unprofessional practice
- Accepts accountability for own actions and seeks guidance when a situation exceeds experience or knowledge

Research

- Recognising the values of research in contributing to developments in nursing and improved standards of care, by initiating and participating in hospital Quality Improve
- Demonstrate knowledge and understanding of current trends and their implications for Nursing Division, and nursing practice.
- Uses best available evidence and nursing expertise to improve current practice
- Identifies and supports the relevance of nursing and health research to improve patients' health outcomes

Support of systems.

- Ensuring efficient utilisation of available human and physical resources.
- Participating in the development of nursing policies, procedures and protocols.
- Participates in the cycle of continuous quality improvement and service redesign activities
- Documents all aspects of care, analyses and interprets data accurately utilising the organisations clinical patient information and documentation systems
- Maintains standards for infection control
- Independently utilises required clinical systems including Cerner, Webscheduler and Office365 to provide patient care

Education

- Participates in the ongoing professional development of self and others accepting responsibility for own learning
- Supports the development of others by acting as a resource to colleagues, participating in orientating, precepting and mentoring of students and new staff including graduate nurses and other learners
- Participates in annual mandatory competencies required by the organisation



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All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centred care
- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple sites as per work requirements and/or directed by management

Selection criteria

Essential Knowledge and skills:

- Significant experience in cancer nursing in an ambulatory cancer setting
- Credentialed in chemotherapy administration
- Experience in systemic cancer therapies management
- IV canula competency
- CVAD competency
- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- A patient focused approach to care
- A positive approach to ongoing self education and skill development
- A flexible, innovative team oriented approach to service delivery
- A positive approach to change and diversity
- Computer literacy including Office365 and use of clinical systems
- Ability to work in a high functioning team environment
- Valid Victorian driver's licence

Desirable but not essential:

- Experience in patient education in the delivery of cancer therapeutics
- Have or working towards a post graduate qualification in Cancer nursing

Professional qualifications and registration requirements

- Registered Nurse Division 1 (General) registered with the Nursing and Midwifery Board of Australia

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.



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- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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