

# Austin Health Position Description



## Position Title: SCIG Clinical Nurse Consultant

Classification:	Clinical Nurse Consultant B, CAPR 3.2
Business Unit/ Department:	Clinical Haematology CNCs
Work location:	Austin Health
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Employment Type:	Part Time
Hours per week:	16hrs per week
Reports to:	Clinical Haematology CNC Manager
Direct Reports:	0
Financial management:	Budget: \$0
Date:	July 2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the

Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

## About Clinical Haematology

Clinical Haematology forms part of the Olivia Newton John Cancer Wellness and Research Centre at Austin Health, and provides services for a wide range of benign and malignant haematological conditions in the inpatient, specialist clinics, day treatment and home settings. Close collaboration occurs with laboratory haematology. Apheresis, autologous and allogeneic stem cell transplantation form part of the service. A consultative service is also provided throughout Austin Health.

The team consists of medical consultants, registrars, clinical trial and research fellows, other advanced practice nursing positions (for autograft and allogeneic bone marrow transplant coordination, lymphoma, myeloma and leukaemia), and data management and research staff.

The Sub-Cutaneous Immunoglobulin (SCIg) nurse is a key member of the nursing team and will coordinate the delivery of the SCIg treatment program for patients. As a member of the Department, the SCIg clinical nurse consultant will be responsible for the provision of patient education, training, treatment plans, ordering status and associated paperwork.

This role will deliver evidence-based nursing care that meets professional, organisational, legal and ethical standards to optimise health outcomes for these patients, and provides the best patient experience.

The SCIg program includes a reach to patients outside of cancer services with immunocompromised conditions who are eligible for SCIg. This includes patients with respiratory, immunological and neurological conditions. The position includes liaison with the medical teams from these services to coordinate the management of patients within the SCIg program.

## Purpose and Accountabilities

### Role Specific:

#### Direct Clinical Care

- Accepts referrals from medical staff affiliated with the Austin for patients requiring sCIG and assist in co-ordinating their care as outlined below
- Responsible for managing the program documentation, including; record keeping, nursing documentation, maintenance of registers to assist with information

processes, accurate reporting and data extraction for referring medical practitioners.

- Assist medical staff to identify patients eligible to enrol in the SCIG program
- Conduct patient and carer education in all aspects of SCIG
- Responsible for Supervision of BloodStar Authority Continuance
- Supporting medical staff to adhere to prescribing timeframes
- Ordering of stocks and supplies
- Act as the point of contact for SCIG patients if they have concerns
- Offer coordinated support for a range of issues which SCIG patients may face in liaison with other specialty units
- Practice within a professional and ethical nursing framework in accordance with the policies of the organisation.
- Accepts accountability for own actions and seeks guidance when a situation exceeds experience or knowledge.

### **Education**

- Provide ongoing education to staff on their area of clinical expertise, regarding evidence, guidelines and procedures, including staff in-services and individual staff support and development
- Maintain ongoing personal and professional development by undertaking further education as required, attending lectures and meetings
- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Provides clinical nursing expertise through knowledge of research, new developments and evidence based practice in discipline and specific and related areas
- Promote the role and department via presentation within Austin Health and externally at conferences on an annual basis

### **Research**

- Identify opportunities for quality improvement in the care of patients through literature review, observation, audits, incidents, staff and patient feedback, and work collaboratively with the multi-disciplinary team to address quality and service improvement issues identified
- Identifies opportunities for process redesign and to support staff in the implementation of redesign projects and activities
- Actively contributes to the development and review of policies and practice guidelines in line with their area of clinical expertise.
- Actively develops and maintains patient information resources in their area of clinical expertise
- Initiate or be involved in clinical research projects relevant to this area of practice
- Actively involved in the collection of data for purpose including clinical registries

### **Support of Systems**

- Understand and optimize the utilisation of Austin Health Clinical Informatics systems including Cerner Oncology
- Actively collect accurate activity and clinical data where required, and maximise opportunities for utilization of data for quality, service improvement, research and funding purposes

### **Professional Leadership**

- In a consulting capacity, provides clinical nursing expertise and direction in line with clinical standards, policies and procedures
- Communicates information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others.
- Provides leadership in clinical situations demanding action
- Provides efficient customer focused service commensurate with senior status and role.
- Maintains a professional demeanor and serves as a role model for all nursing staff, both as a clinician and in line with behavioral expectations
- Demonstrates strong mentoring skills within the nursing and multidisciplinary team and support succession planning
- Maintains and fosters relationships with appropriate internal and external stakeholders in area of clinical expertise.

### **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 centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by mana

## **Selection Criteria**

### **Essential Knowledge and skills:**

- Registered Nurse with the Nursing and Midwifery Board of Australia
- Post graduate qualification in Oncology/Haematology nursing or equivalent
- Evidence of a commitment to excellence in the care of patients presenting with immunocompromised conditions
- Excellent organisation, time-management skills and attention to detail
- Excellent written and verbal communication and interpersonal skills
- Demonstrated analytical and problem solving ability
- Ability to work collaboratively and autonomously to meet patient needs and the goals of the Unit
- Experience in utilising information technology to optimise patient care, including electronic medical record systems, clinical systems, and business software

### **Desirable but not essential:**

- Experience in nursing research and research skills
- Previous experience in a similar role

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	