

## POSITION DESCRIPTION

Health New Zealand  
Te Whatu Ora

Aug 2024

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and wellbeing of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

**Bone Marrow Transplant Clinical Nurse  
Specialist/Coordinator 1.0 FTE**

### **REPORTS TO (Title):**

Nursing Director Haematology/ CD of Transplant Service

### **REPORTS ON A DAILY BASIS TO:**

Lead Bone Marrow Transplant CNS/Coordinator

### **PRINCIPAL OBJECTIVES**

Based in the Haematology Service, the Haematology Clinical Nurse Specialist/ Coordinator will work across the care continuum managing patients with hematological to ensure all patients undergoing bone marrow transplantation and their families receive, coordinated, seamless care at all stages of the transplant process.

They will demonstrate advanced assessment skills, symptom control knowledge and use decision-making skills with confidence in order to affect positive outcomes for patients and their families. They will coordinate management of patients that is underpinned by evidenced based clinical practice guidelines.

They will work as part of a team, actively participating in the strategic and operational development of transplant services both within the hospital and in the regional communities that the South Island Transplant service serves. They will contribute to transplant audit, the development and delivery of transplant education and participate in related research.

- They will be responsible for coordinating and facilitating pathways to enable timely and efficient assessments of donors. Ensuring donors give fully informed consent and have a comprehensive medical assessment.
- They will deliver structured clinical treatment pathways for the patients by applying the protocols associated with the South Island Transplantation Service.
- They will be responsible for managing a caseload of patients and donors and will liaise with and provide informed and accurate clinical information to transplant physicians.
- They will be a proactive problem solver of clinical problems as they arise, with a key requirement to troubleshoot along the patient's clinical pathway to ensure the best of clinical outcomes.

They will work across the specialty acting as a practitioner, educator, consultant, researcher, leader/change agent and care coordinator/case manager in the pursuit of clinical excellence and improved health outcomes.

## **FUNCTIONAL RELATIONSHIPS**

### **INTERNALLY:**

1. Director of Nursing Services
2. Medical Director of Christchurch Stem Cell Transplant Service
3. Nursing Director Haematology, Oncology & Palliative Care
4. Clinical Director Haematology
5. Designated cluster senior nurses
6. Haematology Clinical Trial Coordinator
7. Haematology Data Collator
8. Haematology Protocol Coordinator
9. Haematology FACT Quality Coordinator & Haematology Quality Manager
10. Service Managers of Clinical Haematology, Oncology and Paediatric Departments
11. Medical staff of Clinical Haematology, Oncology and Paediatric Departments
12. Nursing staff of Clinical Haematology, Oncology and Paediatric Departments
13. Pathology, Allied Health Practitioners and all other support staff involved in the Bone Marrow Transplant Service.

### **EXTERNALLY:**

1. Patients and their families undergoing bone marrow transplantation
2. Donors for transplant patients
3. Clinical and coordination of staff from other hospitals, referring and donor sources
4. New Zealand Bone Marrow Transplant Registry (NZBMDR)
5. NZBS Apheresis and Processing Staff
6. South Island Bone Marrow Transplant Trust, Child Cancer Foundation, Cancer Society and other relevant organisations
7. Nursing Council of New Zealand
8. National Specialty Groups
9. Primary Health Care Practitioners
10. External providers of transplant services regionally and nationally
11. Specialty Product Suppliers
12. Nursing Tertiary Education Providers and Students

## CARE CO-ORDINATION/CASE MANAGEMENT

### *Key Accountabilities*

- Manages a case load with clearly defined parameters.
- Works autonomously with the BMT Registrar/Consultant to plan and organise transplant processes and procedures and meets regularly with medical staff to discuss patients' progress and treatment.
- Ensuring all patients undergoing bone marrow transplantation have multi-disciplinary care plans organised in advance, (including transplant documentation and schedules that are individualised for each patient and their care is planned with key professionals) in collaboration with the patient and their whanau.
- Clinical services associated with the care are informed of arrangements and the associated requirements of their services.
- The patient is provided with an individual copy of their protocol/care pathway.
- The transplant schedule is updated weekly ensuring timeliness of patient coordination and treatment.
- Meets weekly with the associated departmental staff, (NZBS, B6 CNM, CNS's, cryopreservation staff, blood bank, transplant consultant, transplant registrar and medical day ward staff) to discuss planned harvests and transplants, to provide relevant clinical assessment information, plan treatments to ensure that patients are being processed in a timely manner and to discuss any clinical issues with a view to resolving them.
- Ensures all relevant tests, assessments, communications and education sessions have been completed prior to transplant.
- Collaborates with the patient and multidisciplinary team to plan and implement diagnostic strategies and therapeutic interventions to attain, promote, maintain and/or restore health
- Coordinates the care of patients utilising organisational and community resources to enhance delivery of care and optimal patient outcomes
- Provides a primary point of contact within the specialty for patients and health professionals
- Provides leadership in the interdisciplinary team through the development of collaborative practice or innovative partnerships: this may include patient conferences, multidisciplinary meetings and strategic planning of the service
- Contributes the development of interdisciplinary transplant standards of practice and evidence-based guidelines for care
- Participates in risk identification and develops risk management strategies to ensure the safe delivery of care to patients both in the tertiary and regional care settings.
- Ensures ongoing collaboration/consultation with the patients Haematologist and/or GP
- Acts as a patient advocate to ensure outcomes/expectations are aligned and agreed.
- The Coordinator acts as a resource and provides counselling for those involved in the patient's care ensuring the provision of effective efficient care from a multi-dimensional perspective.

**EDUCATION***Key  
Accountabilities*

- Assists in developing and evaluating educational programmes, pertaining to the management of bone marrow transplantation, to ensure content is evidence based and reflective of current practice.
- Shares specialist knowledge and skills in formal and informal education activities and ensures that nurses are supported in their development of culturally safe practice.
- Disseminates specialty knowledge at both a local, regional and national level
- Acts as a resource person for patients and health professionals across the tertiary/ primary/ regional continuum.
- Provides clinical guidance and mentoring to nursing and other members of the MDT.
- Assists in the review, development and compilation of educational resources for patients, families and health professionals
- Patients and their families' level of understanding in relation to their illness and treatment is regularly assessed and information/education adjusted as necessary to optimise understanding and awareness and this is documented.
- Donors are given fully informed consent by ensuring they receive all the appropriate information and education. Organises donor assessment by an independent medical practitioner.
- Provides ongoing education for all staff involved in the BMT process

**ADMINISTRATION***Key  
Accountabilities*

- Accurately records CNS activities which enable practice trends to be tracked over time and effectiveness of practice to be evaluated.
- Patients and their families are informed about bone marrow transplant protocol procedures and this is documented in HCS.
- Provides reports of CNS activities with agreed KPIs to the line manager/ CD and the service at pre-determined intervals.
- Where appropriate, participates in organisational committees and/or working parties to achieve service, organisational and Ministry of Health goals to improve outcomes for patients requiring transplantation.

## QUALITY & RESEARCH

### *Key Accountabilities*

- Cultivates a climate of clinical inquiry within the service, evaluating the need for improvement or redesign of care delivery processes to ensure they are patient focused and improve safety, efficiency, reliability and quality of care.
- Fosters an interdisciplinary approach to quality improvement, evidence based practice and research
- Evaluates clinical practice and identifies/undertakes relevant research/audit activities to improve practice
- Actively participates in audit, research and activities across the department
- Provides leadership in design, implementation and evaluation of service improvement initiatives
- Assesses system barriers and facilitators in order to design programs for effective integration of evidence into practice
- Evaluates health outcomes and in response helps to shape nursing practice/service delivery
- Demonstrates ability to interpret and implement research findings relevant to the area of specialty practice.
- Disseminates appropriate research in an easily interpreted format within teaching sessions, patient information leaflets etc.
- Remains up-to-date with contemporary issues and evidence-based practice that impacts through active contribution in meetings and scientific conferences at both a local, state and national level
- Supports a research culture within the clinical workplace and across regional and tertiary health services.

## PROFESSIONAL DEVELOPMENT

### *Key Accountabilities*

- Maintains own clinical competence within specialty area
- Develops and maintains a professional portfolio utilising NZ Nursing Councils' Standards for advanced nursing practice.
- Networks nationally and internationally to maintain current knowledge of trends and developments in specialty area
- Attends educational opportunities and conferences relevant to role and scope of practice
- In conjunction with Nursing Director and Clinical Director of BM transplant services develops the role to meet professional and organisational needs
- Participates in annual performance appraisal

## **QUALIFICATIONS & EXPERIENCE**

### **Essential**

- Be registered with the Nursing Council of New Zealand
- Hold a current Nursing Council of New Zealand practising certificate
- At least 5 years working either within the clinical specialty or relevant senior nursing role or clinical experience
- Holds or is actively working towards a relevant (Adult Health Assessment and Pharmacology) Post-graduate Diploma, Diploma to be completed within an agreed timeframe
- Demonstrate advanced nursing skills comparable to senior nurse or competent/proficient PDRP level
- Demonstrate skills in nursing leadership
- Computer literate

### **Desirable**

- Develop nurse prescribing
- Obtained or working towards relevant Clinical PG Diploma/Masters
- Demonstrates ability to develop nursing standards and quality initiatives
- Demonstrates teaching, mentoring and coaching skills
- Demonstrates involvement in research that has changed nursing practice
- Working towards or holds Senior Nurse competent/proficient PDRP portfolio

## **HEALTH & SAFETY**

Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of CDHB health and safety systems and policies.

This will be achieved by ensuring:

- Health and safety programmes are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor.
- Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings.
- A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards.
- All employees are provided with information about the hazards and controls that they will encounter at work.
- Regular workplace audits are carried out.
- All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures.
- All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use.
- All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes.
- Support and participation occurs in employee's rehabilitation for an early and durable return to work following injury or illness.

## **QUALITY**

- Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise.
- All staff are to be involved in quality activities and should identify areas of improvement.
- All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures
- Supports audit processes/plans to support this role

## **PERSONAL ATTRIBUTES**

- Displays a high degree of confidence, assertiveness and motivation
- Acts as a clinical role model for nurses
- Excellent communication skills
- Excellent personal organisational skills
- Demonstrates the ability to work autonomously
- Demonstrates critical thinking skills
- Can troubleshoot and resolve issues

## **MANDATORY**

### **Key Behaviours:**

- Demonstrates practice that is patient and family focused
- Ability to work autonomously within the team
- Accepts responsibility for actions
- Assists with quality improvement by being innovative and proactive
- Displays a commitment to ongoing professional development

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to work elsewhere and perform job related tasks other than those specified.