

POSITION DESCRIPTION

July 2022

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 well-being of the people living in Canterbury

Organisational Values

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

POSITION TITLE:

CANCER NURSE CO-ORDINATOR

REPORTS TO:

NURSING DIRECTOR/SERVICE MANAGER

REPORTS ON A DAILY BASIS TO:

NURSING DIRECTOR

PRINCIPAL OBJECTIVES:

The Cancer Nurse Coordinator works across the organisation acting in the roles of care coordinator/case manager, educator, and leader/change agent in the pursuit of clinical excellence and improved health outcomes.

The purpose of the Cancer Nurse Coordinator role is to:

- Improve the experience for patients with a suspected or diagnosed cancer, including their family and whanau
- Improve the co-ordination of care for patients with cancer
- Improve the interface between those involved in cancer patients care e.g. primary, secondary and tertiary care
- Improved timeliness of access to diagnostic and treatment services for patients with cancer to meet the faster cancer treatment targets
- Stay involved in the cancer patient's journey until treatment is complete, or surveillance or palliation commences

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Director of Nursing
2	Service Managers
3	Nursing Director
4	Clinical Director
5	Medical staff
6	Nursing staff
7	Multidisciplinary team members
8	MDM care co-ordination members
9	Quality improvement teams
10	Radiology, pathology, surgical and non-surgical cancer services
11	Professional Development Unit
12	Te Korowhai Atawhai
13	Family/consumer advisors

EXTERNALLY:

1	Patients and their families
2	National and regional care co-ordination team members
3	Nursing Council of New Zealand
4	Regional cancer networks
5	Maori and Pacific People health providers
6	New Zealand Cancer Society
7	National specialty groups
8	General Practitioners and practice nurses
9	External providers of health care
10	Nursing tertiary education providers and students

COMPETENCIES:

Care Co-ordination	
Key accountabilities	• Acts as a navigator across the continuum of cancer care (primary, secondary, tertiary) to ensure that patients with cancer or suspected cancer have access to services based on their identified need • Provides a primary point of contact within the health care system for patients and health professionals, or arranges an alternative as needed • Supports appropriate triage, assessment and prioritisation of patients with high suspicion of cancer • Provides a focus on patients on the “suspected” cancer pathway to ensure their investigation and management is expedited • Manages prioritisation of those with high or complex needs and appropriate referral for ongoing management, works with appropriate services to identify the relevant patient populations • Collaborates with the key health professionals involved in the patients’ care to ensure a coordinated and seamless journey. • Supports the cancer Multidisciplinary Meeting (MDM) process to ensure there are agreed referral pathways and timely presentation of cases • Participation in the MDM’s to assist with the coordination and communication of patient’s care across the wider multi-disciplinary team • Ensures patient referrals between DHBs or services include referral to the relevant specialist and Oncology or tumor stream specific Clinical Nurse Specialist (CNS) • Monitors progress of individual patient journeys against the faster cancer treatment indicators
Key performance measures	• Reports on MOH 62 day pathway target times • Undertakes MOH audits in partnership with Litmus • Audit of service delivery/care is undertaken on a regular basis and

Communication/Relationships

- Key accountabilities**
- Establishes collaborative relationships within and across services, hospitals, primary and secondary health to promote patient safety, continuity of care
 - Demonstrates knowledge and skills in communication, advocacy, negotiation and conflict resolution
 - Works collaboratively as part of a team, sharing knowledge and engendering trust in colleagues
- Utilise and acknowledge other team members expertise to manage

	issues so that care is streamlined and well-coordinated • Is an effective resource and consultant for multidisciplinary staff • Provides information and advice to other health professionals to ensure continuity of care, and transfer of information as patients move across care boundaries • Proactively raise issues affecting patient care / access to care • Develop and maintain functional relationships with other care co-ordination health professionals locally, regionally and nationally • Develop and maintain functional relationship with regional cancer network • Cover other care coordinator positions for leave requirements
Key performance measures	• Audit of service delivery/care is undertaken on a regular basis and reported to managers

Provide nursing care	
Key accountabilities	• Promotes patient centred care that is responsive to individual patient need • Interprets information for people affected by cancer through their journey of care • Supports patients and their family/whanau to be informed of their care options • Has knowledge of assessment, care and management of cancer across tumor specific diagnoses and treatment pathways • Facilitate the development of Long-term Health Plan and an acute management plan for each patient with their collaboration • Co-ordinate or perform assessments to identify with the patient their individual goals and health needs which includes appropriate referral to other service providers • Provides advice on symptom management for patients or ensure referral to appropriate health professional occurs to address need in a timely manner • Works with the patient and multidisciplinary team to plan and implement appropriate diagnostic tests and investigations or interventions to attain, promote and maintain health • Evaluates health outcomes and in response helps to shape nursing practice/service delivery through gap analysis • Provides formal and informal learning opportunities, and act as a resource person for patients and health professionals • Identify and utilise opportunities for general health / wellness education e.g. smoking cessation
Key performance measures	• Participates in annual performance review • Participates in PDRP

Leadership

Key accountabilities	• Provides leadership through promoting patient and family/whanau understanding of care delivery and its co-ordination • Demonstrates competence in ethical decision making and patient advocacy. • Provide leadership in care co-ordination, by building on co-ordination processes already in place • Provides clinical leadership to champion service improvements and the ongoing development of the cancer nurse coordinator role • Identifies issues related to access and equity of cancer services in CDHB • Practices in accordance with legal, ethical, cultural safety and professional standards
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	• Articulates the main principles of The New Zealand Cancer Control Strategy • Responsive to and has knowledge of the factors that contribute to the over- representation of Maori in cancer statistics and recognises that Tikanga Maori values and cancer control strategies are key to improving Maori outcomes. • Demonstrates commitment to the TOW principles of partnership, participation and protection, He Korowai
Key performance measures	• Participates in annual performance review • Participates in PDRP • Engages in appropriate professional groups at a regional and national level • Demonstrates contribution to improvements in Whanau Ora and the reduction of Maori health inequalities

Best practice / Quality service provision	
Key Accountabilities	• Participates in team meetings to plan safe quality clinical care • Utilise technology to ensure sharing of information amongst, primary, secondary and tertiary care providers • Supports the process for measuring FCT targets, providing feedback and helping with data analysis • Demonstrates commitment to quality improvement, risk management and resource utilisation • Assists in the implementation and management of initiatives that address differential access to cancer services for Maori and Pacifica • Identifies and reduces duplication or barriers to effective care delivery • Seeks professional guidance and supervision from National Lead Nurse and relevant senior nursing groups • Supports a culture of evaluation and the ongoing quality improvement of nursing practice • Participates in system change to improve health outcomes through evidence based practice • Networks nationally and internationally to identify and implement nursing advances and changes in practice • Participates in CDHB committees and/or working parties to achieve service, organisational and Ministry of Health goals and improve patient outcomes. • Accurately records CNC activities which enable practice trends to be tracked over time and effectiveness of practice to be evaluated • Provides reports of CNC activities with agreed KPIs to the line manager at pre-determined intervals • Responsible to the ethical issues in relation to data protection, confidentiality and security of records. • Identifies topics for and undertakes operational research e.g. audit as required • Demonstrates ability to interpret and implement research findings relevant to the area of specialty practice and disseminates findings appropriately
Key performance	• Identifies topics for and undertakes audit as required

Measures	• Database is maintained that records CNC activities in order to evaluate practice trends • Provides reports as agreed with manager identifying key activities, achievements and KPIs • Participates in the introduction and evaluation of new service delivery events • Development with collaboration of other health professionals of relevant standards/practice/guidelines/protocols / procedures is evidence based and occurs in a timely manner
Professional development	
Key Accountabilities	• Shares specialist knowledge and skills in formal and informal education activities and ensures that nurses are supported in the development of culturally safe practice. • Assists in the compilation of resource material for educational purposes • Maintains and continuously develops own knowledge and skills, nursing expertise within specialty area • Develops and maintains own professional portfolio • Networks nationally and internationally to maintain current knowledge of trends and developments in specialty area • Attends educational opportunities and conferences relevant to cancer nurse coordinator role and scope of practice as per MOH requirements • In conjunction with DON develops the role to meet professional and organisational needs • Maintains membership in and demonstrates an active role in relevant regional and national specialty groups • Develops educational resources for patients and families through collaboration of other health professionals and evaluates them • Acts as a role model in terms of professional conduct
Key performance measures	• Participates in annual performance appraisal • Develops a personal education plan • Undertakes annual performance appraisal • Maintains a professional portfolio aligned to NZ Nursing Council Standards for advanced nursing practice.

HEALTH & SAFETY

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

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

QUALIFICATIONS & EXPERIENCE

Essential

- Hold a current Nursing Council of New Zealand practicing certificate
- Hold a current New Zealand driver's license
- Possesses knowledge of the relevant legislation standards which govern nursing and health care practice in New Zealand, including the Treaty of Waitangi and New Zealand Cancer Control Strategy
- Validated clinical expertise and leadership in the specialty area of cancer care, minimum 3 years' experience in a related specialty
- Holds or is actively working towards a relevant post-graduate (level 8) qualification
- Demonstrate advanced nursing skills comparable to senior nurse or expert PDRP level
- Proven communication and interpersonal skills, including problem solving, conflict resolution and negotiation with a range of people from diverse backgrounds
- Is able to function collaboratively and autonomously using advanced skills and judgment
- Computer literacy skills, familiarity with Word and Excel desirable

Desirable

- Demonstrated ability to develop standards and quality initiatives
- Demonstrated teaching, mentoring and coaching skills

PERSONAL ATTRIBUTES

- Displays a high degree of confidence, assertiveness and motivation
- Acts as a role model for nurses
- Excellent communication and networking skills
- Excellent personal organisational skills

Key Behaviours

- Demonstrates practice that is patient and family focused
- Proven ability to provide clinical case coordination
- Ability to work autonomously within teams
- Accepts responsibility for actions
- Assists with quality improvement by being innovative and proactive
- Displays a commitment to ongoing professional development
- Current knowledge of evidence based national and regional standards, guidelines and protocols in cancer treatments
- Ability to work both strategically and operationally
- Knowledge of local and regional support services, ability to liaise effectively with appropriate service providers in collaboration with patients and family/Whanau
- Participation and contribution to local, regional and national cancer networks to ensure best practice care for cancer patients in CDHB

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 perform job related tasks other than those specified and at times outside of normal work remit.