

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Breast Care Nurse Consultant</b>
<b>Reports to</b>	<b>General Manager/ Director of Nursing Brighton</b>
<b>Executive Director</b>	<b>Executive Director of Brighton &amp; Continuing Care</b>
<b>Department</b>	<b>Nursing Services</b>
<b>Position Location</b>	<b>Across Cabrini Malvern and Cabrini Brighton</b>
<b>Award/Agreement</b>	<b>Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	

### Position Summary & Role Purpose

The Breast Care Nurse Consultant is responsible for delivering specialised care to patients requiring breast care at Cabrini. The role is a consultative and collaborative with patients and the interdisciplinary team, providing a high degree of expertise in care. The Breast Care Nurse Consultant assesses gaps in services and works in a continuous improvement way to build a system that is evidence based and seamless for the patient. The Breast Care Nurse Consultant is recognised for her expertise and works to deliver clinical leadership in their area of practice.

The role of the Breast Care Nurse Consultant works in collaboration with the Director of Nursing, other nurse managers, medical staff and allied health staff to ensure the multidisciplinary service systems are in place to deliver the right care, to the right patient, at the right time, in the right place with the right skill. The Breast Care Nurse Consultant ensures the delivery of care is consistent and patient focussed across the continuum.

The Breast Care Nurse Consultant practises independently and interdependently, assuming accountability and responsibility for their own actions and delegation of care to registered nurses, enrolled nurses and health care workers in accordance with legislation and protocols.

The Breast Care Nurse Consultant furthers the Cabrini mission, values and vision as well as demonstrates the values of compassion, integrity, courage and respect by role modelling the behaviours that matter. The Breast Care Nurse Consultant adheres to Cabrini policies and procedures and participates in working parties or committees as required.

### Cabrini Ward / Unit / Department

The Breast Care Nurse Consultant will provide clinical expertise in the area of Breast Care

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### Quality, safety and patient experience

- Works with patients directly to understand and co-create systems of care to provide excellence in the speciality area.
- Uses an evidence-based, problem-solving approach to clinical care and service development and training programs.
- Initiates the evaluation and redefining of clinical practice.

- Develops systems and processes, including policies and procedures & clinical practice guidelines which support the standardisation of clinical services in their area of expertise.
- Identifies learning opportunities within the speciality and works with others, to implement learning programs accordingly.
- Initiates, implements and evaluates research and encourages staff to participate in research and quality projects.
- Contributes to developing an environment which enhances flexibility, partnership and cooperation through innovation and motivation.
- Encourages a participatory team approach, setting up communication channels to facilitate staff awareness of organisation directions and plans.
- Measures quality outcomes and process indicators of care delivery.
- Escalates identified risks to safety and quality according to the policy and protocols of Cabrini.
- Maintains accurate and timely documentation of patient care and interactions.
- Demonstrates attention to the needs of the patient and family to privacy, dignity and the maintenance of confidentiality.
- Ensures the safe and seamless delivery of care to patients and ensures patient and family needs and rights are considered to consistently deliver an outstanding patient experience.

#### **Mission Responsibilities**

- Recognising ethnicity, culture, gender, spiritual values, sexuality, age, disability and economic and social factors have an impact on an individual's responses to, and beliefs about, health and illness and plans and modifying nursing care appropriately.
- Displaying self awareness and insight into their own and others behaviours.
- Commitment to developing coaching and listening skills.
- Ensures that care is delivered within the Catholic Health Australia Code of Ethical standards.
- Enlisting the guidance and support of Pastoral services as required for patients and staff.

#### **Leadership and Management**

- Acting as an exceptional leader, model and mentor for all members of the team.
- Developing respectful relationships with associated medical specialist group members, allied health members of the patient and family register, volunteers and other key support.
- Uses clinical knowledge, experience and skills to provide leadership and operational direction for his/her clinical speciality.
- Shares expertise with all members of interdisciplinary team.
- Maintenance of ongoing personal professional development / continuing education.

#### **Business Management Responsibilities**

- Exercises responsible management in reviewing and introducing new practices and products to the speciality service
- Maintains a comprehensive database of the speciality service
- Provides regular reports of the process and clinical outcomes of the service, using the framework of the 3 x 100%

## **2. Safe Practice and the Environment**

**Contributes to ensuring a safe and hazard free environment for self and others by taking all appropriate steps to:**

- 2.1** Complies with Occupational Health and Safety policies and any subsequent procedures and instructions.
- 2.2** Ensures objectives of Occupational Health and Safety policies are integrated into work practices.

- 2.3 Consults staff on workplace health and safety matters which may affect them and ensure communication of Occupational Health and Safety issues are promoted as a normal component of work.
- 2.4 Ensures all plant, equipment, substances and work practices / systems are suitable for their intended purpose and meet safety requirements.
- 2.5 Arranges adequate training, information, instruction and supervision so that work is conducted safely.
- 2.6 Makes all contractors and visitors aware of safety procedures.
- 2.7 Takes immediate and appropriate steps to report, investigate and rectify any risks to health and safety and report promptly relevant health and safety issues.
- 2.8 Ensures all accidents and near misses are properly reported and recorded and investigations are carried out.
- 2.9 Maintains at all times safe access to and egress from the workplace.
- 2.10 Ensures all staff attends required emergency, evacuation and Occupational Health and Safety training.
- 2.11 Is familiar with emergency and evacuation procedures and co-operate with directions from emergency or evacuation wardens and professionals.
- 2.12 Ensures that neither you, other staff, contractors and visitors wilfully place at risk the health, safety or well-being of yourself or others at the workplace.

### **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients and residents. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff which are constructed to support our Accreditation to the National Standards.

#### **Organisational Relationships**

##### **The Breast Care Nurse Consultant**

- Reports directly to the Director of Nursing Cabrini Brighton.
- Maintains a close collaborative working relationship with the Brightways multidisciplinary team, nurse managers, nurses, medical and allied health staff that provide care to patients with breast care needs.
- Provides services across Cabrini Malvern and Cabrini Brighton.

#### **Committee Membership**

**The Breast Care Nurse Consultant will participate as a member of the following committees/meetings:**

- Multidisciplinary Breast Care Meetings at Malvern and Brighton.
- Brightways Services operational meetings.

#### **Staff Development**

**The Breast Care Nurse Consultant will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs.
- Maintaining own skills and knowledge.
- Remaining up to date with contemporary human resources practices.
- Contributing to the Cabrini professional development program as required.
- Participating on performance reviews in accordance with Cabrini policy.

## Key Competencies

The Breast Care Nurse Consultant must demonstrate the following requirements:

### ESSENTIAL

#### Educational/Vocational

- Holds a post graduate specialist qualifications specific to breast care/oncology nursing

#### Registration

- Current AHPRA registration as a Registered Nurse

#### Experience

- Experience working across the continuum of care for breast disease
- Experience in problem solving and benchmarking
- Experience in the provision of patient, family and staff education in the area of breast disease

#### Knowledge

- Knowledge of the Cabrini Mission, Vision and Values
- Knowledge of current, contemporary issues impacting on nursing
- Knowledge of clinical and continuous improvement and research methodologies

### DESIRABLE

#### Educational/Vocational

- Holds or working towards Masters degree that includes the development of research capability

#### Personal abilities/aptitudes/skills

- Advanced skills in using computers and health-related IT systems
- Ability to develop research questions and proposals

#### Experience

- Experience in a private health organisation (an advantage)
- Experience in the application of lean thinking and process & practice redesign in health care
- Experience in EBA negotiations

#### Knowledge

- Knowledge of the Victorian health system (public and/or private)
- Knowledge of lean thinking principles in relation to the health care environment
- Knowledge of the application of private health care funding models to nursing

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## Cabrini Mission, Values and Vision

### Our mission

#### WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

## WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

### Our values

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

#### Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

#### Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

#### Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

#### Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

### Behaviours that matter

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services" which is translated into our quality goals of 100% right care, 100% patient satisfaction and 100% staff engagement.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission



and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or Human Resources

**We are committed to safety and quality:**

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

**We are here to provide service:**

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

## Our vision

***'Better not just bigger'***

The four pillars of Cabrini's 2013-2015 Strategic Plan are:

- Outstanding care and experience
- Effective, efficient and consumer-focused services
- Skilled and engaged people
- Sound stewardship of resources

## APPROVAL

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

Approved:

  
Executive Director People & Culture

11-8-15  
Date

Authorised:

  
General Manager/ Director of Nursing Brighton

28/1/15  
Date

Authorised:

  
Executive Director of Brighton & Continuing Care

3/8/15  
Date