

Position Description

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| Position Title | Clinical Lead, Lung Cancer Support Nurses (Telehealth) |
| Location | Brisbane |
| Team | Consumer |
| Employment Status | Full-time |
| Award | Nurses Award 2020 |
| Level | 3 |
| Reports to | Senior Program Manager, Specialist Lung Cancer Nurses |
| Direct Reports | Lung Cancer Support Nurse – Telehealth (x2) Lung Cancer Support Nurse – Telehealth (ANZ-LCNF) Enrolled Nurse – Information and Support |
| Version | March 2024 |

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. Lung Foundation Australia is entering a period of accelerated growth consolidating three years of strong performance which saw the Foundation named Non-Government Organisation of the Year in 2020 and The Voice Projects Best Place to Work over the last three years.

Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters.

SECTION 2

PURPOSE OF THIS ROLE

The Clinical Lead, Lung Cancer Support Nurses (Telehealth) is a newly created position within Lung Foundation Australia, funded through the Department of Health and Aged Care's Australian Cancer Nursing and Navigation Program (ACNNP). The ACNNP represents a significant reform which will deliver improved cancer outcomes, across the cancer continuum, ensuring all people with cancer have access to high quality and culturally safe care, irrespective of their cancer type or location. Lung Foundation is an implementation partner of the ACNNP and has been funded to deliver a specialist lung cancer telehealth service to support the unique needs of people with lung cancer.

The Clinical Lead, Lung Cancer Support Nurses (Telehealth) will work closely with the Senior Program Manager, Specialist Lung Cancer Nurses to provide clinical leadership, role and service delivery support to Lung Foundation Australia's Specialist Lung Cancer Telehealth Nurses.

The role will also lead Lung Foundation Australia's lung cancer resource development (printed and digital) for consumers and health professionals, including audit of existing lung cancer resources plus planning and development of a new suite of LFA lung cancer resources.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Qualifications

This role is ideally suited to a Registered Nurse who has completed a Bachelor of Nursing and is currently registered with AHPRA. Post-graduate qualifications in a relevant field (oncology or respiratory nursing), or working towards this qualification, is essential.

Experience

At least 5 years' experience in Oncology Nursing. Experience in Lung cancer nursing care is essential. Project management, service development or quality improvement experience is desirable. Previous experience working in an information and support service/ helpline and/or resource development is highly desirable.

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- Advanced knowledge of lung cancer, the lung cancer optimal care pathway and the health needs of people impacted by lung cancer across the continuum of care, from pre-diagnosis, through diagnosis and treatment, to survivorship and end of life care.
- Project Management skills, including evidence of managing a project or quality improvement initiative to a successful outcome.
- Demonstrated ability to provide nursing leadership, mentorship and support of junior nurses
- Excellent interpersonal, team building, negotiation and communication skills, with the ability to build relationships across a diverse range of stakeholders, internally and externally.
- Highly developed written, verbal and presentation skills with evidence of the ability to motivate others through personal presentation style.
- Demonstrated ability to develop patient or health professional resources (printed and digital), such as factsheets, blogs, flyers, website material.
- Ability to design and deliver lung cancer in-service education to health professionals and promote LFA's services/programs.
- Human resource management skills, including staff recruitment, onboarding and orientation.
- Demonstrated skills in contract and budget management with evidence of meeting agreed targets.
- Demonstrated experience in data collection and contributions to evaluation and reporting activities.

- Understanding of medical professional etiquette and research ethics including matters of privacy and confidentiality.
- Proven ability to work autonomously and cross-functionally across teams.
- Superior organisational and time management skills, including the ability to plan, execute and achieve several priorities work functions concurrently.
- Digital literacy with proficiency in Microsoft Office and confidence utilising client relationship management system such as Salesforce.
- Ability to travel interstate to other office locations as required.

As part of your induction process you will be required to undertake the following:

- National Police Check

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

| Key Areas of Responsibility | Performance Outcomes |
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| Program Management | <ul style="list-style-type: none"> • Support LFAs Senior Manager, Specialist Lung Cancer Nurses, to manage the National LFA Specialist Lung Cancer Nursing Program (Telehealth). • Embed and integrate LFA SLCN Telehealth Service in the Australian Cancer Nursing and Navigation Program (ACNNP), to drive telehealth referrals from program partners, including All Cancer Nurses (ACNs) and Cancer Council Navigators (CCNs). • Engage and be a point of contact for ACNNP stakeholders, including but not limited to other cancer non-government organisations (NGOs) delivering specialist telehealth nursing services, ACNs, CCNs, McGrath Foundation and Cancer Council staff. • Provide oversight of LFA ACNNP-telehealth budget. • Support ACNNP evaluation, through provision of timely progress reports to funders and program partners (Department of Health, McGrath Foundation and Cancer Council). • Provide oversight of LFA SLCN telehealth database (Red Cap platform), including platform updates, nurse data collection and quality control, troubleshooting, data analysis and reporting. |

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| Team management and leadership | <ul style="list-style-type: none"> • Lead LFA SLCN telehealth program, including delivery of specialist lung cancer telehealth nurse service. • Conduct lung cancer support telehealth nurse performance appraisals. • Support recruitment, onboarding and orientation of lung cancer support telehealth nurses. • Establish and lead LFA SLCN (telehealth) Community of Practice |
| Resource Development | <ul style="list-style-type: none"> • Lead lung cancer resource development and promotion • Undertake LFA lung cancer resource audit • Work with LFA Specialist Lung Cancer Nursing program team, SLCNs (F2F & Telehealth) and Australia and New Zealand Lung Cancer Nurses Forum (ANZ-LCNF) to perform a lung cancer resource needs analysis, to inform development of lung cancer resources. • Work with LFA SLCNs (telehealth) to develop and promote new lung cancer resources (printed and digital) for lung cancer consumers SLCN and health professionals. • Promote LFA lung cancer resources to consumers and health professionals, through in-service education and conference presentations |
| Risk Management | <ul style="list-style-type: none"> • Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, employees, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Lung Foundation Australia's Quality and Risk Management System. |
| Respond to patient/carer telephone enquiries for medical support and information | <ul style="list-style-type: none"> • Support LFA SLCNs (telehealth) to deliver the SLCN telehealth service, through regular work in progress meetings, providing guidance around clinical advice and debriefing difficult conversations. • Promote LFAs SLCN telehealth service to consumers and health professionals, through outbound calls, in-service education and conference presentations. • Deliver SLCN telehealth service to patients, carers and health professionals as required, including data collection to support program evaluation. • Provide timely telephone support to consumers and health professionals requesting medical support. • Provide evidence-based information to assist the patient in understanding their illness and direct them forward. |

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| | <ul style="list-style-type: none"> • Demonstrate a high level of interpersonal skills – e.g., active-reflective listening, empathy and motivational interviewing skills. • Demonstrate a high level of specialised oncology nursing experience and clinical knowledge. |
| Lung Cancer MDT Map maintenance | <ul style="list-style-type: none"> • Oversee SLCNs (telehealth) annual review/ check of the Lung Cancer MDT's across Australia. • Update the LFA Lung Cancer MDT Directory as needed. |
| Liaise with Health Professionals | <ul style="list-style-type: none"> • Develop and maintain key networks with lung health professionals (e.g., lung cancer and respiratory nurses, respiratory specialists, oncologists, allied health and primary care), consumers, program sponsors and partners, to help deliver patient support services and educational resources • Identify opportunities to support lung cancer nurses in professional care of lung cancer patients, their carers and family members. |
| Awareness / Advocacy | <ul style="list-style-type: none"> • Raise awareness of LFA resources and support care services to consumers including printed and web-based resources. • Support patients and/or carers in advocating on matters relating to lung cancer. • Work with patients and volunteers to build their capacity to advocate. • Work with patients and volunteers to build community awareness – e.g., at Oncology Nurses conferences, community seminars. |
| Team contribution and effectiveness | <ul style="list-style-type: none"> • Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR. • Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals. • Work synergistically within and across teams of Lung Foundation Australia. • Regular cross-organisation communication of program activity. • Participation in Lung Foundation Australia events and meetings as required. • Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations. |
| Workplace Health & Safety (WHS) | <ul style="list-style-type: none"> • Compliance with legislative and Lung Foundation Australia WHS Policy. |

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| | <ul style="list-style-type: none">• Ensure a safe working environment for self and others, including when working from home. |
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SECTION 3

REPORTING RELATIONSHIPS

This position reports to the Senior Program Manager, Specialist Lung Cancer Nurses.

EXTERNAL RELATIONSHIPS

The Clinical Lead, Lung Cancer Support Nurses (Telehealth) shall maintain external relationships with health professionals & organisations, including but not limited to lung cancer nurses, respiratory nurses, oncology and respiratory specialists, allied health, primary care, consumers, program sponsors and partners e.g.) McGrath Foundation and Cancer Council.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Senior Program Manager, Specialist Lung Cancer Nurses.

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date