

Position Description

Position Title	Clinical Lead, Specialist Lung Cancer Nurses
Location	Brisbane
Team	Consumer
Employment Status	Full-time
Award	Nurses Award 2020
Level	Level 3
Reports to	Senior Program Manager, Specialist Lung Cancer Nurses
Direct Reports	Lung Cancer Support Nurse – Telehealth (ANZ-LCNF) Administration Co-ordinator ANZ-LCNF
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, Specialist Lung Cancer Nurses is a highly qualified thoracic oncology nurse responsible for providing clinical guidance, service delivery advice and role support to Lung Foundation Australia's Specialist Lung Cancer Nurses (SLCNs). Supported by the Senior Manager, Specialist Lung Cancer Nurses, the role will manage contracts with program funding bodies (Federal and State Departments of Health), hospital and health service agreements; SLCN recruitment, onboarding and orientation.

This role will also support the professional development of LFA SLCNs, through oversight of the Australia and New Zealand Lung Cancer Nurses Forum (ANZ-LCNF), the peak group and community of practice for lung cancer nurses in Australia and New Zealand, and work closely with the Lung Cancer Support

Nurse – Telehealth (ANZ-LCNF) and ANZ-LCNF Administration Co-ordinator to develop and delivery ANZ-LCNFs annual activity calendar.

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 qualification in a relevant field (oncology or respiratory nursing), or working towards this, is essential.

Experience

At least 5 years' experience in Oncology Nursing. Experience in Lung cancer nursing is essential. Nursing leadership or mentorship experience is highly desirable. Previous experience in project management, service development and/or quality improvement are 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/or 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 or 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
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 (F2F). • Oversee management of the Australia and New Zealand Lung Cancer Nurses Forum (ANZ-LCNF), • Ensure program funding contracts/agreements with the Commonwealth, Queensland and South Australian Departments of Health (DOH) are upheld and that deliverables and reporting requirements are met. • Provide SLCN Program (F2F) budget oversight (QLD, SA & Federal Departments of Health) • Support SLCN Program (F2F) evaluation, through provision of timely progress reports to funders, including QLD, SA and Federal DOH. • Provide oversight of LFA SLCN program (F2F) database (Red Cap platform), including platform updates, nurse data collection and quality control, troubleshooting, data analysis and reporting. • Oversee development of the LFA SLCN Model of Care, establishing expert advisory groups and working with external consultants. • Facilitate and Chair bi-annual QLD and SA SLCN Program Steering Committees • Embed LFA SLCN Telehealth Service in SLCN Program (F2F), driving referrals to telehealth.

Team Management & Leadership	<ul style="list-style-type: none"> • Manage SLCN performance – as per HHS/LHD/LHN contractual agreements. • Provide mentorship to LFA SLCNs, including role and service establishment support • Support LFA SLCNs to map lung cancer referral pathways in their health service, to help identify unmet lung cancer patient needs and inform SLCN service delivery. • Support recruitment, onboarding and orientation of LFA SLCNs across throughout Australia. • Scope future placement / locations for LFA SLCNs • Review and update SLCN training guides/resource packs annually.
SLCN Community of Practice/ professional development.	<ul style="list-style-type: none"> • Complete learning needs analyses and training plans with all LFA SLCNs (F2F). • Facilitate and Chair monthly national and state based SLCN Community of Practice Meetings. • Support the development and delivery of ANZ-LCNF annual education activity calendar, including monthly webinars, newsletters and conference workshops. • Promote ANZ-LCNF membership and support delivery of nursing workshops at industry conferences and other events e.g.) Australian Lung Cancer Conference. • Support LFA lung cancer resource development. • Conduct annual update of SLCN training guides/resource packs
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.
Stakeholder engagement and management	<ul style="list-style-type: none"> • Develop and maintain networks with key stakeholders, including but not limited to Specialist Lung Cancer Nurses (SLCNs), All Cancer Nurses (ACNs), Hospital and Health Services (HHSs), Local Health Districts/Networks (LHDs/LHNs), Line Managers, respiratory and oncology nurses, allied health, respiratory specialists, oncologists, radiation oncologists, surgeons, allied health, primary care, consumers, program funders and partners e.g.) Department of Health (DOH), McGrath Foundation and Cancer Council.

Awareness / Advocacy	<ul style="list-style-type: none"> • Support Policy, Advocacy and Prevention (PAP) team to advocate for SLCNs with federal, state and territory governments. • Raise awareness of LFA resources and services to health professionals and consumers, including telehealth services, printed and web-based resources. • Support health professionals, patients and/or carers in advocating on matters relating to lung cancer. • Work with health professionals, 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. • Ensure a safe working environment for self and others, including when working from home.

SECTION 3

REPORTING RELATIONSHIPS

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

EXTERNAL RELATIONSHIPS

The Clinical Lead, Specialist Lung Cancer Nurses shall maintain external relationships with health services, health professionals & organisations, including but not limited to lung cancer nurses, line managers, respiratory specialists, oncologists, radiation oncologists, surgeons, 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