

Position Description

Position Title	Lung Cancer Support Nurse - Telehealth (ANZ-LCNF)
Location	Brisbane
Team	Consumer
Employment Status	Full-time
Award	Nurses Award 2020
Level	2
Reports to	Clinical Lead, Specialist Lung Cancer Nurses and Clinical Lead, Lung Cancer Support Nurses (Telehealth)
Direct Reports	Nil
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 Lung Cancer Support Nurse - Telehealth (ANZ-LCNF), 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 Lung Cancer Support Nurse - Telehealth (ANZ-LCNF) is a highly qualified thoracic oncology nurse responsible for providing evidence-based information and support, referral pathways and education

via telehealth (telephone or video) to lung health professionals and people living with lung cancer, their carers and families. The specialist telehealth nurse will work cohesively with the Information and Support Centre to progress internally and externally generated telehealth appointments.

The role will also be responsible for the daily management of 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. Supported by the Clinical Lead, Specialist Lung Cancer Nurses (F2F), and working closely with ANZ-LCNF's administration co-ordinator, the role will manage sponsorship of the forum, as well as chair the ANZ-LCNF Education Council, which supports and guides the forum's annual education activities, including delivery of monthly webinars and newsletters and conference workshops.

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 desirable.

Experience

At least 5 years' experience in Oncology Nursing. Experience in Lung cancer nursing is essential. Nursing education and counselling experience is desirable. Previous experience working in an information and support service / helpline or 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.
- Highly developed written and verbal communication skills, with the ability to communicate empathetically and effectively to a range of different audiences.
- Demonstrated ability to develop patient or health professional resources (printed and digital), such as factsheets, blogs, flyers, website material.
- Excellent interpersonal skills, with the ability to build relationships across a diverse range of stakeholders, internally and externally.
- Ability to design and deliver lung cancer in-service education to health professionals and promote LFA's services/programs.
- Motivational Interviewing Skills.
- Sound data collection practice with the ability to participate in data analysis and evaluation reporting.
- Understanding of medical professional etiquette and research ethics including matters of privacy and confidentiality.

- Ability to facilitate online health professional group meetings in a confident and responsive manner.
- Ability to provide education to the community and health professionals on lung cancer and LFA services/programs
- Proven ability to work autonomously and cross-functionally across teams.
- Strong time management and organisation skills.
- 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 Objectives	<ul style="list-style-type: none"> • Deliver LFA Specialist Lung Cancer Telehealth Nurse Service, as per ACNNP contract with Department of Health (DOH), McGrath Foundation and Cancer Council. • Manage ANZ-LCNF Community of Practice for Lung Cancer Nurses within Australia and New Zealand, ensuring sponsor contract agreements are upheld and deliverables met. • Support ANZ-LCNF sponsorship management, including facilitation of sponsor meetings and contract negotiations. • Develop and deliver ANZ-LCNF annual plan and reports for program sponsors.
Respond to patient/carer/health professional telephone enquiries for lung cancer information support and information	<ul style="list-style-type: none"> • Deliver SLCN telehealth service to patients, carers and health professionals as required, including data collection to support telehealth program evaluation. • Provide timely telehealth support (via telephone or video) to lung cancer consumers and health professionals, requesting information and support. • Provide evidence-based information to assist the patient in understanding their illness and direct them forward. • Provide lung cancer consumer referral pathways options, to relevant health professionals, organisations and services. • Manage patient/carer referrals between ACNNP partners, including McGrath All Cancer Nurses (ACNs) and Cancer Council Navigators (CCNs).

	<ul style="list-style-type: none"> • Promote LFAs SLCN telehealth service to consumers, health professionals and program partners (ACNs CCNs), through outbound calls, in-service education and conference presentations. • 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. • Support LFA lung cancer resource development/updates
Australia and New Zealand Lung Cancer Nurse Community of Practice (ANZ-LCNF)	<ul style="list-style-type: none"> • Chair ANZ-LCNF Education Council (12 members) and facilitate quarterly meetings. • Manage ANZ-LCNF database, ensuring memberships are up to date. • Work with ANZ-LCNF Administrative Assistant to design, promote and deliver ANZ-LCNF annual education activities, including monthly lung cancer learning webinars, newsletters, nursing workshops/symposiums. • Promote ANZ-LCNF membership and education activities at nursing conferences eg) CNSA conference booth • Manage ANZ-LCNF Facebook group, enhancing connection and communication between ANZ-LCNF Facebook members
Stakeholder engagement / Health Professional engagement	<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, radiation oncologists, surgeons, 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. • Deliver in-service education to lung health professionals, including ACNNP partners, to support their lung cancer knowledge and understanding as well as promote LFA lung cancer programs, services and resources.
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.

	<ul style="list-style-type: none"> • 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
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
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 Clinical Lead, Specialist Lung Cancer Nurses and Clinical Lead, Lung Cancer Support Nurses (Telehealth).

EXTERNAL RELATIONSHIPS

The Lung Cancer Support Nurse - Telehealth (ANZ-LCNF) shall maintain external relationships with health professionals & organisations (e.g., lung cancer nurse coordinators, respiratory nurses, lung specialists, support group leaders, allied health organisations, cancer councils, etc).

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Clinical Lead, Specialist Lung Cancer Nurses and Clinical Lead, Lung Cancer Support Nurses (Telehealth).

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