

Position Title	Respiratory Care Nurse
Location	Brisbane
Team	Consumer Programs
Employment Status	Full-time or part-time on a fixed term contract of 12 months
Salary Band	Registered Nurse
Reports to	Senior Manager Information and Support
Direct Reports	Nil

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 in 2020 and 2021. Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report here: <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane (Corporate Office), Sydney (fundraising) and Melbourne (research) 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. Over the next three years, Lung Foundation Australia is anticipated to increase its headcount by 50%+ as new offices are opened, and new projects are commenced.

SECTION 2

PURPOSE OF THIS ROLE

The Respiratory Care Nurse is a qualified position with respiratory nursing experience and is responsible for the delivery of a telephone-based service which supports and guides people living with chronic lung disease to improve their knowledge, confidence and skills around evidence based manage practices. The Respiratory Care Nurse will predominantly work in the Information and Support Centre.

The Respiratory Care Nurse will also be involved with the provision of other appropriate patient support services for Australians living with lung disease. The position will be responsible for providing evidence-based input, updating and reviewing lung disease patient information materials.

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

Qualifications (Required)

- Registered Nurse with the Australian Association of Health Practitioners Registration Agency (AHPRA)
- Minimum 5 years experience in a nursing role

Experience

Previous experience in chronic disease and/or respiratory disease and the delivery of tailored health education to patients would be highly desirable. Prior experience in the not-for-profit (NFP) sector would enhance your suitability.

Knowledge and Skills

As the ideal candidate, your skills and attributes will include:

- Demonstrated high level of specialised nursing experience and clinical knowledge
- Proven ability to implement programs according to protocol, including maintaining scope and data collection for evaluation purposes
- Demonstrated high level of interpersonal skills, such as active-reflective listening, empathy and motivational interviewing skills
- Highly developed written and verbal communication skills, with the ability to communicate effectively to a range of different audiences

Position Description

- Previous experience in resource development, including the ability to translate complex medical information into plain language resources for patients
- Proven ability to work autonomously and across multiple teams
- Ability to effectively prioritise tasks and manage time accordingly
- Understanding, or ability to rapidly acquire knowledge, of chronic lung disease and relevant evidence-based management guidelines. This role requires significant self-directed learning, and you will be required to identify gaps in knowledge and develop and progress through a learning plan in collaboration with the Senior Respiratory Care Nurse.
- Experience in use of Microsoft Office software, Sharepoint and confidence utilising client relationship management (CRM) software and data collection systems.

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

- National Police Check
- Working with Vulnerable Persons 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 delivery	<ul style="list-style-type: none"> • Provide a series of timely telephone / videoconference support to people living with chronic lung disease via the established Respiratory Care Nurse service. This will include the identification of treatment and management gaps according to evidence-based guidelines via a longitudinal nurse-administered questionnaire and the provision of tailored information and education to assist to improve their knowledge, confidence and skills to manage their condition. • Build rapport and trust with patients, carers and family members and demonstrate a high level of interpersonal skills. • Demonstrate a high level of specialised clinical respiratory knowledge and nursing experience. • Deliver the service according to documented scope, policy and procedure, including relevant administrative tasks. • Consistently collect relevant data in a timely manner for the purposes of program evaluation and continuous quality improvement • Participate in continuous quality improvement processes for the Respiratory Care Nurse service, including self-directed learning and skill development with the support of the Senior Respiratory Care Nurse. • Identify opportunities and strategies to promote the service to Lung Foundation Australia's network and the broader community. • Engage with the Marketing and Communications team to produce promotional material for the Respiratory Care Nurse service.
Resource development	<ul style="list-style-type: none"> • Identify gaps in existing resources and develop new written web and video-based materials to meet the needs of the consumer cohort.

Position Description

	<ul style="list-style-type: none"> • Lead the review of existing patient information materials to ensure content is evidenced-based and current. Update resources on key projects and as required, collaborating with relevant staff to update. • Promote Lung Foundation Australia resources and support care services to consumers including printed and web-based resources.
Stakeholder engagement	<ul style="list-style-type: none"> • Develop and maintain key networks with lung health professionals to help promote Lung Foundation Australia patient support services and educational resources
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 is one of several positions reporting to the Senior Manager Information and Support. The Senior Respiratory Care Nurse will provide clinical leadership for this role.

EXTERNAL RELATIONSHIPS

The Respiratory Care Nurse shall maintain external relationships with relevant health professionals & external support organisations and networks.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Senior Manager Information and Support.

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.

Position Description



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

(Employee name)

Date

Version control

Approved by CEO
Review date

January 2023
January 2024