Position Description

Position Title	Respiratory Care Nurse
Location	Brisbane
Team	Consumer Programs
Employment Status	Full time
Award	Nurses Award 2020
Level	2
Reports to	Clinical Lead – Respiratory Care Nurses and Allied Health
Direct Reports	Nil
Version	March 2026

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 Mission

Healthy lungs for all.

Our Vision

To lead lung health and transform lives through impactful programs, policy, campaigns, and research.

Our Values

Our values underpin everything we do:

- **Trusted:** We are a credible, evidence-based authority in lung health, disease and cancer.
- **Excellence:** We set the standard through expertise, leadership and innovation, striving every day for the highest quality in everything we do.
- **Impact-driven:** We create meaningful, lasting impact in lung health, with a commitment to equity and addressing disparities.
- **Collaborative and inclusive:** We listen deeply, value lived experience and work together for better outcomes.
- **Curious and innovative:** We embrace new ideas, challenge the status quo, and remain responsive and adaptable in a changing world.

- **Empathetic and fair:** We approach our work with care, compassion and fairness, and a deep understanding of those we serve.

Our Strategic Priorities

1. Promote lifelong lung health and prevent disease
2. Advance lung health equity
3. Support people to live well with lung disease
4. Drive life-changing research and innovation

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body for lung health. We are proud to be an Employer of Choice, recognised for our commitment to staff wellbeing, inclusion and shared sense of purpose.

Following significant growth in brand, influence, funding, and reach, we have entered a bold new chapter with our 2026–2030 Corporate Plan. This plan builds on more than three decades of impact and outlines an ambitious agenda to embed lung health as a national priority, expand our reach, and improve outcomes for all Australians.

Our strong performance has been recognised nationally with awards including:

- Non-Government Organisation of the Year – 2020 & 2024
- The Voice Project's Best Place to Work – 2020, 2021, 2023, 2024 and 2025

We operate from offices in Brisbane, Sydney, and Melbourne with a national footprint supported by a growing network of staff and volunteers. We are committed to work-life balance, flexibility, and an inclusive workplace culture.

Over the next five years, we will:

- Expand into new offices and priority regions
- Double our workforce to meet demand
- Launch new programs, research initiatives, and advocacy campaigns that deliver measurable impact

Before applying, we encourage you to learn more about our Mission and impact by reading our Annual Impact Report.

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 management practices. The Respiratory Care Nurse will work cohesively with theLung Health Helpline to progress internally and externally generated telehealth appointments as well as support the development of evidence-based consumer and health professional resources, including factsheets, webinars and website content.

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

- Registered 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 include:

- Demonstrated high level of specialised nursing experience and clinical knowledge
- Proven ability to implement programs according to protocol, including maintaining scope
- 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
- Sound data collection practices and ability to participate in evaluation reporting
- Understanding of medical professional etiquette and research ethics including matters of privacy and confidentiality
- Ability to facilitate online support group meetings in an empathetic and responsive manner.
- Ability to provide education to the community and health professionals in lung cancer and LFA services/programs
- 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 Clinical Lead – Respiratory Care Nurses and Allied Health
- Experience in use of Microsoft Office software, SharePoint and confidence utilising client relationship management (CRM) software and data collection systems.
- Willingness and ability to travel interstate 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
Respiratory Care Nurse (RCN) program delivery	- 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. The delivery of education and support may be to individuals or within a group setting. - 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 Clinical Lead – Respiratory Care Nurses and Allied Health
	• 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	• Identify gaps in existing resources and develop new written web and video-based materials to meet the needs of the consumer cohort.
	• 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.
Lung Health Helpline enquiries	• Support the of the Lung Health Helpline, as needed.
	• Offer general information and support through a free call service.
	• Manage email enquiries.
	• Provide timely and informative responses to enquiries through our live chat service.
	• Offer specific resources and referral pathways within scope of the role.
	• Offer follow up interactions.
	• Follow the outbound call protocol for people engaging with the service via EOI forms.
Awareness / Advocacy	• 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 disease.
	• Work with patients and volunteers to build their capacity to advocate and to build community awareness – e.g., at Respiratory health conferences, community seminars.
Risk Management	• 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	• 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	• Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values. • 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)	• 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 – Respiratory Care Nurses and Allied Health

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 Clinical Lead – Respiratory Care Nurses and Allied Health.

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