

## POSITION DESCRIPTION – ONCOLOGY NURSE

**Reports to:** Clinical Nurse Manager

**Direct Reports:** Nil

**Key Relationships:** All Clinical and Administrative personnel; senior management; external customer groups, contractors and suppliers

### CORE Values:

#### WE COLLABORATE

Share the workload  
Support one another  
Share clear goals  
Take ownership  
Follow through  
Be inclusive



#### WE ASPIRE

Professional ethics  
Be knowledgeable  
Continue education  
Take personal responsibility  
Show integrity  
Strive for gold standard



#### WE RESPOND

Show empathy and compassion  
Honest and transparent communication  
Accessible and present  
Personalise service  
Go the extra mile  
Focus on family



#### WE EVOLVE

Pioneer new solutions  
Be curious  
Be nimble  
Keep the edge  
Be flexible to meet patient needs  
Look for improvements



### PURPOSE OF POSITION:

To provide the highest standard of assessment, planning, implementation and evaluation of individualised holistic patient care and be an integral part of the overall “clinical team”.

### KEY ACCOUNTABILITIES:

#### Clinical

- To provide any necessary post treatment instructions.
- To assist the Nurse Team Leader in the management of the clinical area ensuring that the principles of individualised nursing care are maintained.
- To assist with teaching patients in preparation for investigations and treatment.
- To ensure accurate documentation of nursing interventions including any adverse reactions or other incidents.
- To liaise with specialist nurses and medical staff as necessary.
- To assist with pre-treatment administration as required.
- Maintain appropriate patient and clinical records in line with company policy.
- To participate in all relevant aspects of the Governance process.
- Maintain own personal development and ensure own educational needs are met.
- To educate patients and their carers to understand the diagnosis, treatment options and health care during and following treatment.

- Assist with telephone triage managing patient queries, providing advice and support for patients.
- Liase with tumour specific nurse specialists about patient management.
- Undertake new patient orientation education sessions to assist the nurse specialist team.

### **Communication**

- Ensure the use of effective communication with the patient and their relatives/carers.
- Develop and apply advanced communication skills in order to convey complex and sensitive information effectively to patients, carers and other staff.
- Ensure clinical records and documentation are maintained accurately.
- Maintain patient confidentiality.
- Maintain professional boundaries and working relationships with patients and colleagues.

### **Education and development**

- Be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with CPD requirements and maintain a professional portfolio.

### **Health and safety**

- Take personal responsibility for promoting a safe environment.
- Minimise hazards in the working area, report any identifiable hazards to the line manager and adhere to all safe systems of work applicable to the work area.
- Maintain an environment that is conducive to safe, therapeutic and ethical practice.
- Ensure the safe storage and administration of drugs in accordance with Canopy policy and legal requirements.
- Ensure that infection control policies and procedures are adhered to.

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## **QUALIFICATIONS AND EXPERIENCE:**

ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none"> <li>• Current Registration with Nursing Council of New Zealand as a Registered Nurse in General and Obstetric or Comprehensive Nursing</li> <li>• Experience working in a clinical leadership, clinical coach, or senior nursing role</li> <li>• Basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience within a Oncology/Haematology setting</li> <li>• Advanced nursing practice in chemotherapy administration</li> <li>Competency in IV cannulation/CVC management/phlebotomy</li> </ul>

## KEY COMPETENCIES:

<b>ACHIEVEMENT</b>	<ul style="list-style-type: none"> <li>• Works to the standards and targets set by manager. Demonstrates commitment to doing the job well and right.</li> <li>• Checks own work for required quality, striving to do things right first time and meeting quality and performance targets.</li> <li>• Shows a strong commitment to meeting targets and can demonstrate achievement of these. Makes decisions, sets priorities and selects targets that achieve organisational performance requirements.</li> <li>• Shows innovation in taking new approaches to improve organisational performance.</li> <li>• Demonstrates initiative by identifying or anticipating opportunities and problems up to five years ahead, proactively assessing options and recommending/implementing appropriate responses. Organises work of self and others by managing time, resources and workload to achieve end goals and priorities. Tracks and monitors work performance, taking action to address issues that might undermine achievement of targets. Manages multiple tasks and projects effectively. Helps others in workload and time management.</li> </ul>
<b>INFLUENCE &amp; SERVICE</b>	<ul style="list-style-type: none"> <li>• Creates an impression of professionalism in all dealings with people. Creates positive first and lasting image in all such dealings.</li> <li>• Shows customer &amp; service orientation by ensuring customer service is a priority at all times.</li> <li>• Committed to teamwork and collaboration. Participates willingly in helping the whole business perform well and co-operates with others in doing so.</li> <li>• Open and honest in dealings with others, respecting their views, perspectives and concerns, and shaping actions and reactions in a manner that reflects an understanding of these. Able to effectively communicate own perspective to others.</li> </ul> <p>Uses professional abilities and inter-personal skills to influence others in the achievement of organisational performance requirements.</p>

WORKING WITH OTHERS	<ul style="list-style-type: none"> <li>• Open and honest in dealings with others, respecting their views, perspectives and concerns, and shaping actions and reactions in a manner that reflects an understanding of these. Able to effectively communicate own perspective to others.</li> <li>• Considered to be approachable and effective in difficult situations involving others, demonstrating strong interpersonal understanding. Open and honest in dealings with others, respecting their views, perspectives and concerns, and shaping actions and reactions in a manner that reflects an understanding of these. Able to effectively communicate own perspective to others.</li> </ul>
THINKING & UNDERSTANDING	<ul style="list-style-type: none"> <li>• Uses common sense, past experience and an understanding of procedures to identify and solve day-to-day problems.</li> <li>• Applies conceptual thinking to observed situations, identifying root causes and contributing factors, and shaping responses accordingly.</li> </ul>
PERSONAL RESILIENCE	<ul style="list-style-type: none"> <li>• Shows flexibility by adapting own strategies, goals, approaches and projects to new situations and change. Effectively encourages others to show flexibility and adapt to changes in direction, priorities and situations.</li> <li>• Shows persistence in dealing with difficult tasks or situations over a long period of time, until successfully completed or a decision is made not to continue. Maintains optimism and positive attitude throughout.</li> <li>• Shows self-confidence in willingness to take on difficult or complex challenges. Expresses own position confidently and clearly.</li> <li>• Demonstrates self-control in behaviours and interactions with others, recognising own motivation, demonstrating self-awareness and moderating actions and responses so as to maintain and build effective relationships. Calms others in stressful situations. Manages own stress effectively.</li> </ul>
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> <li>• Clear spoken English, including the ability to communicate effectively with a wide range of people in face-to-face situations.</li> <li>• Strong written and oral communication skills. Can communicate effectively with a wide range of patients and clinicians through appropriate choice of medium.</li> </ul>