



POSITION DESCRIPTION

Position Title:	Myeloma Support Nurse – Victoria
Term:	Casual maternity leave position Commencing April 2019 to February 2020 (30.4 hours per fortnight)
Employer:	Myeloma Foundation of Australia Inc (Myeloma Australia)
Location:	Based in Melbourne
Reporting to:	Nurse Manager and CEO

Organisational Context

The Myeloma Foundation of Australia Inc (Myeloma Australia) was formed as an incorporated association in May 1999. It is dedicated to carrying out activities in Australia for the benefit of patients, relatives and carers affected by multiple myeloma. The organisation directs its efforts towards fulfilling goals in the areas of information, education, advocacy, research and support which includes a commitment towards fellowship within the myeloma community in Australia.

A Board of Management has ultimate responsibility for the affairs of Myeloma Australia. All on the Board are volunteers drawn from many walks of life. A number of sub committees are attached to the Board including the Medical and Scientific Advisory Group (MSAG) comprising of leading haematologists and scientists in Australia and New Zealand whose aim is to facilitate research into myeloma. Operational activities in each state/territory are directed through the Nurse Managers and CEO.

Reporting/Working Relationships

The Myeloma Support Nurse, Victoria reports directly to the Nurse Manager and CEO. The incumbent will have occasional contact with Victorian based members of MSAG and any information obtained from this source should be reported back through the Nurse Manager for dissemination to all state operations.

Primary Position Objective

The position involves the delivery of Myeloma Australia's four primary programmes within professional guidelines and with strict regard to privacy, legislation and confidentiality as follows:

1. Telephone Support Line – to provide support and assistance to patients, relatives and carers by way of telephone contact. These duties are confined to the provision of information about myeloma and/or the making of appropriate referrals relating to myeloma related matters. The duties are conducted in conjunction with other Myeloma Support Nurses throughout Australia.
2. Myeloma Workshops and Seminars Programme – to help organise, plan and present at patient and carer workshops and seminars within Victoria.

3. Myeloma Information and Support Group Programme – to provide guidance and support to the metropolitan and regional support groups in Victoria
4. Myeloma Education for Health Professionals Programme – to deliver myeloma related educational presentations for health professionals within Victoria as required.

In respect to these four programmes the incumbent will be required to;

- (a) Follow the guidelines defined in the Standard Operating Procedures Manual and
- (b) Monitor progress on the conduct of each programme

Key Duties and Responsibilities

Further to, and elaborating upon the objectives listed above:

- Respond directly to all who contact Myeloma Australia with information about myeloma pertinent to the enquirer
- Attend meetings as required
- To set up and coordinate our Victorian Information and Support Group Program
- Participate in, and assist to facilitate arrangements for the four programmes listed in the position objectives above
- Subject to issues of privacy legislation and confidentiality, inform people affected by myeloma of the services offered by Myeloma Australia
- Contact relevant health professionals to explain the objectives of Myeloma Australia and seek their comments and contributions
- Review the internet and other communication sources to alert the Nurse Manager of significant issues relating to myeloma
- Issue a monthly report to the Nurse Manager detailing progress on the performance of programmes. This report will be included with agenda papers for distribution to the CEO and the Board of Management.
- Facilitate linkages and networks. In particular to liaise with:
 - Myeloma Support Nurses in other states
 - People with myeloma, their families and carers
 - Haematologists and oncologists
 - General practitioners and other health professionals
 - The Cancer Council VIC
 - Leukaemia Foundation of Australia
 - Other relevant organisations

Key Selection Criteria

Education qualifications, training and experience

- Division 1 registered nurse with at least five year's experience in haematology/oncology related matters
- Post graduate experience highly desirable

Knowledge & Skills

- Comprehensive understanding of cancer with special emphasis on multiple myeloma
- Well-developed communication skills – written, verbal and public speaking
- Experience in dealing with patients, carers and health professionals
- Ability to refer patients to appropriate information and support services
- Ability to work across boundaries
- Computer skills including use of Microsoft Office and databases
- Understanding and appreciation of medical profession etiquette and research ethics including matters of privacy and confidentiality

Personal Attributes

- A self-starter who can work independently
- Strong organisational and time management skills with the ability to prioritise and schedule tasks
- A proactive and enthusiastic team player
- Ability to handle situations with sensitivity
- Strong empathy factor
- Good interpersonal skills

Vehicle

A current drivers licence and access to a car are essential.