

POSITION DESCRIPTION

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| Position Title: | Myeloma Support Nurse – New South Wales |
| Term: | Part time (30.4 hours per fortnight) |
| Employer: | Myeloma Foundation of Australia Inc (Myeloma Australia) |
| Location: | Sydney, NSW (Parramatta Office) |
| Reporting to: | NSW Nurse Manager, National 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. Various 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.

Reporting/Working Relationships

The Myeloma Support Nurse, NSW reports directly to the NSW Nurse Manager, National Nurse Manager and CEO. The incumbent may have occasional contact with NSW based members of MSAG and any information obtained from this source should be reported back through the Nurse Managers 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 NSW and ACT

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

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

- (a) Follow the guidelines defined in the Standard Operating Procedures and Policies Manual
- (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 relating specifically to an enquirers particular condition
- Attend meetings as required
- Coordinate, attend 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 NSW Nurse Manager and/or National Nurse Managers of significant issues relating to myeloma
- Issue a bi-monthly report to the Nurse Manager copied to the CEO detailing progress on the performance of programmes. This report will be included with agenda papers for distribution to all members of the Board of Management
- Facilitate linkages and networks. In particular to liaise with:
 - Myeloma Support Nurses in other states
 - Patients with myeloma, their families and carers
 - Haematologists and oncologists
 - General practitioners and other health professionals
 - The Cancer Council NSW
 - Leukaemia Foundation of Australia
 - Other relevant organisations

Key Selection Criteria

Education qualifications, training and experience

- Division 1 registered nurse with at least five years 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