



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Breast Service Clinical Nurse  
Consultant**



## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

## OUR VISION

# Advancing health for everyone, every day.

## THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability



# Position Description

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<b>Position Title:</b>	Breast Service Clinical Nurse Consultant
<b>Service:</b>	Surgical Services
<b>Location:</b>	The RMH Parkville
<b>Reports To:</b>	Director of Nursing and Operations
<b>Enterprise Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028
<b>Classification:</b>	ZA8 G5 Clin Cons C
<b>Employment Status:</b>	Fixed Term Part Time
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	March 2026

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## POSITION SUMMARY

The Breast Service is integrated within the Victorian Comprehensive Cancer Centre (VCCC) of the Royal Melbourne Hospital (RMH), the Women's Hospital (RWH) and the Peter MacCallum Cancer Centre. The service offers assessment, diagnostic and treatment management for women and men with benign and malignant breast disease. A multi-disciplinary team of specialist breast surgeons, medical oncologists, radiation oncologists and breast care nurses provide outpatient and inpatient services with the essential support of radiology/nuclear medicine, pathology, nursing and allied health support. Care is delivered using a multidisciplinary approach, facilitated by regular clinical treatment, audit and supportive care meetings for patients experiencing breast changes, high risk for breast cancer, and early or advanced breast cancer.

The Breast (Care) Service Clinical Nurse Consultant (BC CNC) provides a resource, advisory and developmental role to meet specific clinical nursing and supportive care needs within the VCCC Breast Service. The role assists in the facilitation of patient care across the VCCC Parkville precinct sites.

The BC CNC provides an initial and primary education and support role for patients and their family/carers, and continuity of supportive care within the multidisciplinary team. The BC CNC contributes integrally through collaboration with the MD team, to the co-ordination, delivery and evaluation of care for patients with breast cancer, their families/carers. This care is provided at any point in the trajectory of disease, from diagnosis, through treatment and follow up, from early or advanced breast cancer or transition to palliation. Care is also provided to those identified at risk of breast cancer.

Primarily, the BC CNC assesses psychosocial and informational needs, and provides appropriate support, education, resources, and referral to health services, in order to meet individual patient needs. The aim is to optimise patient outcomes in psychosocial adjustment and problem solve to provide a seamless progression through the patient's journey. The BC CNC is a resource and educator for clinical staff in the support and management of patients with breast cancer and contributes to service development, quality improvement activities, research and evidence based clinical care.

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## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Providing timely, consistent and culturally appropriate education, information and resources to patients and their families to achieve optimal health outcomes, reduce distress and facilitate informed decision making
- Assessment and screening for clinical and supportive care needs and patients at risk for adverse clinical or psychosocial outcomes
- Facilitating delivery of care consistent with evidence based guidelines
- Ensuring prompt referral to specialist, allied health and community based support services
- Facilitating continuity of care between the patient, individual health care professionals and health care teams across different sites and settings by establishing timely communication, clear referral pathways and acting as a liaison and advocate for patient/family and members of the health care team
- Providing timely, consistent and culturally appropriate education, information and resources to patients and their families to achieve optimal health outcomes, reduce distress and facilitate informed decision making
- Promoting the active involvement of patient/family/ caregiver in their care and co-ordination of that care
- Assisting patients to navigate the health care system by co-ordinating appointments, streamlining investigations, explaining procedures and advocating for them when appropriate
- Regularly attends audits, contributes and follows up recommendations of clinical audit and supportive care meetings additional role specific accountability
- Developing and implementing care pathways and guidelines as required
- Acting as a focal point of contact for patients/family throughout their journey, initiating contact at key points in their pathway, which may include: Pre-Admission Clinic, Outpatient Breast Clinic, Day of Surgery, inpatient admissions, Oncology Day Centre, Nurse-Led Survivorship consultations, telephone/email contact and patient initiated consultation.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Contribute to the development and review of policy, procedure and clinical practice guidelines
- Maintain relevant professional associations through memberships and networks for support, professional development and discussion of professional practice issues e.g. CNSA, BCN SIG, BCN Network, COSA
- Participate in planning of future directions for the breast service
- Communicate issues of concern to relevant Department/Divisional Head
- Evaluate the effectiveness of BC CNC nursing practice
- Promote the role of the Breast Service CNC as a progressive and essential component of the delivery of safe, quality care.
- Liaise and develop effective relationships with all MD team members and internal and external key stakeholders
- Work collaboratively with colleagues across all RMH teams
- Work in your scope of practice and seek help where required.
- Active involvement in Health Promotion regarding awareness and early detection of breast disease



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## KEY RELATIONSHIPS

### Internal

- Head of Unit or speciality clinician
- Director of Nursing, Surgical Services
- Ambulatory Care Manager
- Pathology and Imaging
- Surgical Liaison team
- Allied Health
- GP Liaison

### External

- Patients and Carers
  - External Diagnostic services
  - GPs and other referring practitioners
  - Peter MacCallum Hospital
  - Women's Hospital
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## KEY SELECTION CRITERIA

### Formal Qualifications:

- Registered Nurses:
  - Registration as a Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
- Demonstrable clinical experience working in breast cancer nursing
- Specific, relevant tertiary qualifications

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Experience working effectively within a multidisciplinary team
- Demonstrated expertise in effective communication/psychosocial support/counselling
- Commitment to research, evidence based practice and quality improvement
- Effective time management and organisational skills
- Capable of working within an autonomous role and in a job share capacity

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## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements **i**



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#### AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

#### OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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#### ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please print)

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Date

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