

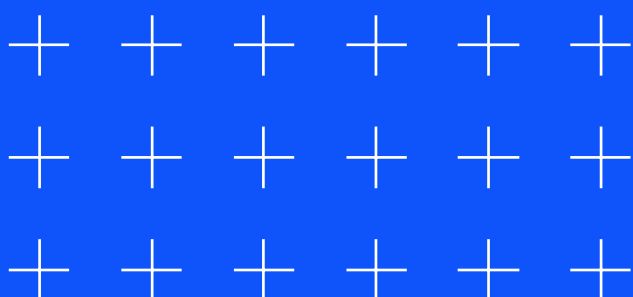


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Neurofibromatosis - Clinical Nurse
Specialist**

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.

Advancing health for everyone, every day.

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.

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

complex specialist service supporting safe, coordinated, and evidence-based management for adults living

- Liaise with medical staff in the unit – neurosurgeons, medical oncologists, registrars and residents regarding patient care and treatment plans
- Liaise with nursing and allied health staff in the unit regarding patient care and treatment plans.
- Participate in the Multidisciplinary team meeting.
- Finalise outcomes, record in appropriate places and fax to GPs.
- Follow up on outcomes and ensure these are followed through.
- Assist patients, family and carers to understand their treatment pathway and what it entails.
- Provide education.
- Assist with discharges and referrals for patient ongoing care. Follow up to ensure appointments are made and patient hasn't fallen through the system.
- Liaise with treatment units outside the RMH for the patient's treatment.
- Ensure all the appropriate information is supplied for the treatment to be delivered in a timely and efficient manner
- Actively participate in the outpatient clinic and assist with making appointments etc where necessary. Ensure appropriate patients are booked into clinic
- Liaise with the research nurses where applicable with regard to patient's treatment
- Support patients, family and carers where necessary
- Be the single contact person for the patient and family
- Maintain the information in the patient resource room on the ward and in the boxes in clinic
- Provide education to staff where necessary and be a resource for staff.
- Develop a shared Model of Care with primary care for low-risk patients.
- 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.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Respect that the RMH is a smoke-free environment.
- 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.

External

- Neurofibromatosis - Clinical Nurse Specialist | Surgical Services | April 20265/7

Formal Qualifications:

- ### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Current Working With Children Check
- Ability to work effectively and collaboratively within a multidisciplinary team environment, and the flexibility initiative, and self-motivation to work independently.
- Demonstrated provision of high-quality patient care
- Developed assessment, clinical reasoning, problem solving and prioritisation skills
- High motivation and willingness to learn
- Excellent communication and interpersonal skills
- High level of reliability and professional conduct
- Ability to complete tasks efficiently and deliver outcomes as required, with accuracy and attention to detail.
- Windows-based computer skills including Word, Excel, Outlook and Adobe.
- Experience with electronic medical record systems, such as EPIC.

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
- Completion of mandatory training activities including training related to the National Standards

- 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.

- 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.

- 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.

- 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.

- 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.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date _____