

# Position Description

Position Description Overview	
Position Title	Clinical Nurse Consultant/Nurse Coordinator
Position ID Code	WAKMAS001
Work Area, Division	WAKMAS, Operations
Reports To	Chief Operating Officer
Direct Reports	Clinical Nurse Database Officer Administration Assistant
Award	Nurses Award

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
The Clinical Nurse Consultant/Nurse Coordinator coordinates and provides leadership to the multi-disciplinary statewide WA Kirkbride Melanoma Advisory Service (WAKMAS), a specialist malignant melanoma service, within the Perkins. This includes providing clinical leadership and clinical consultancy within area of specialty medicine, implementing best practice and evidence-based improvements to clinical practice, consulting with key stakeholders and managing the operations of WAKMAS.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Clinical Nurse Consultant/Nurse Coordinator	2	24/03/2025	Chief Operating Officer	Acting Chief Operating Officer	Chief People Officer

## Position Outcomes and Key Goals

1. Deliver an effective, efficient, best-practice and evidence-based clinical melanoma service to patients by managing the operations of WAKMAS, providing leadership and support to team members, delegating and allocating work, ensuring clear processes, and implementing changes to ensure service delivery is sustainable.
2. Optimise outcomes for melanoma patients in Western Australia through effective coordination of WAKMAS, collaborating with referring healthcare professionals, WAKMAS specialist consultants, and nurturing strong connections with primary care providers, community agencies and tertiary facilities.

## Key Duties/Accountabilities

1. Coordinate and contribute to WAKMAS clinical multi-disciplinary team (MDT) meetings. This includes:
  - Liaising with WAKMAS clinicians and external referring clinicians in relation to patient referrals and service delivery.
  - Collectively assessing, planning and coordinating the care of complex and diverse cases of melanoma.
  - Sourcing and reviewing all information and pathology required for review by the MDT, interpreting and evaluating diagnostic tests.
  - Compiling and managing rosters for WAKMAS clinicians, ensuring clinics are adequately covered.
2. Coordinate and triage all new referrals to WAKMAS using information from various sources, providing information to medical practitioners regarding the referral process and feedback protocol.
3. Coordinate patient follow-up after WAKMAS appointment. This includes sourcing and reviewing follow-up pathology, discussing concerns with the medical director (e.g. inadequate margins), ensuring progression of the management plan, and referring patients to relevant services as appropriate e.g. counselling, allied health etc.
4. Provide clinical supervision and leadership to the WAKMAS team.
5. Provide education to patients on melanoma management, skin surveillance and relevant hospital/community services. Develop resources and arrange specialised education as required.
6. Cater for the needs of rural patients (e.g. PATS, metropolitan accommodation) and liaise with rural cancer nurses as required.
7. Oversee the effective management and accurate maintenance of the WAKMAS database.
8. Compile the WAKMAS annual report and provide regular reports for the Executive and Board.
9. Develop information for the WAKMAS website and oversee website maintenance.
10. Manage clinical and governance risks to ensure the safety, quality and compliance of the WAKMAS service. This includes collaboration with the North Metropolitan Health Service to ensure WAKMAS standards and policies align with the WA Health Services Act and the WA Clinical Governance, Safety and Quality Policy Framework.
11. Provide positive leadership to the WAKMAS team, recruiting new team members when required, acting on the development needs of team members, and ensuring clarity and performance of roles and responsibilities.
12. Develop and implement the WAKMAS annual budget and campaign in the Department of Health WA for sustainable financial support.
13. Collaborate across clinical networks to share best practice and improve melanoma management statewide.
14. Complete other duties as requested by supervisor and/or manager.

## Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Tertiary qualification in Nursing (e.g. Bachelor of Nursing or equivalent).
2. Current registration with APHRA as a Registered Nurse.
3. Extensive post-registration experience and expert knowledge of multi-disciplinary management of cancer.
4. Knowledge of evidence-based melanoma management and case management, including interpreting histopathology and medical imaging reports.
5. Knowledge of, and the ability to, monitor and evaluate standards of clinical practice and patient care.
6. Excellent written, verbal and interpersonal communication skills and a demonstrated ability to work within a multidisciplinary team and foster professional relationships with internal and external stakeholders.
7. Positive people management and leadership skills with the ability to lead a small team to goal achievement.
8. Highly developed organisational and planning skills, with the ability to set priorities and meet deadlines.
9. Knowledge of the Clinical Governance, Safety and Quality Policy Framework and Health Services Act 2016 (WA).
10. Proficient in Office 365 and clinical database management.
11. Commitment to providing quality clinical care and patient services.
12. Current Working with Children Check and a Satisfactory National Police Certificate.

## Special Requirements

1. After-hours work will be required in this position to attend MDTs.
2. This position provides relief cover for the Clinical Nurse.

## Key Working Relationships

1. WAKMAS team members.
2. WAKMAS specialist consultants, including WAKMAS Medical Director.
3. External clinicians, specialists, clinic/hospital staff and procurement teams.
4. Patients, patient families and carers.
5. Internal Perkins teams, including Finance, People & Culture, WHS, and IT.

## Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

## Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.