

# Role Description

## Content Author eviQ (Nursing)

Cluster	NSW Health
Agency	Cancer Institute NSW
Division	Cancer Services and Information
Location	Australian Technology Park
Classification/Grade/Band	Health Manager Level 3 Nurse
Kind of Employment	Temporary (Maternity Leave cover up to 12 months)
ANZSCO Code	212415
Role Number	672663
PCAT Code	1119192
Date of Approval	May 2019
Agency Website	<a href="http://www.cancer.nsw.gov.au">www.cancer.nsw.gov.au</a>

### Overview

The Cancer Institute NSW is Australia's first statewide cancer control agency, established to lessen the impact of cancer in NSW. The Institute supports and promotes best practice; working to ensure people across the state, no matter where they live, are provided the same high quality treatment and care that is vital to optimising the outcomes and quality of life for people diagnosed with cancer.

Driven by the purpose and objectives of the NSW Cancer Plan, the Institute continuously works to:

- reduce the incidence of cancer
- increase the survival rate for people with cancer
- improve the quality of life of people living with cancer
- provide a source of expertise on cancer control for the government, health service providers, medical researchers and the general community.

In order to achieve this, the Institute engages with the community, health professionals, researchers, governments and charity organisations to:

- provide information, resources and advice about preventing cancer
- promote the importance of early detection through cancer screening programs and community awareness
- provide grants that build research capacity and foster innovation in, and translation of, cancer research into improved cancer outcomes
- maintain quality information repositories about cancer in NSW to inform future policy and health planning
- establish partnerships with cancer healthcare professionals to develop and evaluate programs to improve the quality of cancer treatment and care in NSW.

## Primary purpose of the role

Contribute to the development of new eviQ content and periodic review of all existing eviQ content, ensuring that eviQ provides current and accurate evidence-based point-of-care cancer treatment information to cancer clinicians, patients and their carers for the Australian clinical context.

## Key accountabilities

- Coordinate the development, review and standardisation of clinical content for the eviQ website in accordance with the eviQ data governance framework including anti-cancer treatment protocols, patient information sheets and other clinical resource documents by:
  - conducting literature searches of relevant databases, guidelines and cancer treatment information to obtain the most accurate, relevant and current evidence
  - working collaboratively with other members of the eviQ team
  - working collaboratively with external expert clinicians.
- Provide expert clinical knowledge on antineoplastic and supportive drugs, as well as in-depth understanding of the regulatory processes for drug registration and reimbursement within Australia (TGA and PBS) (pharmacist specific accountability).
- Co-ordinate and facilitate eviQ Reference Committee meetings where clinicians discuss and debate eviQ content for approval and review and clinician consensus must be reached.
- Build and upload eviQ content on to the eviQ website; participate in content checking and validation prior to publishing.
- Promote eviQ as the primary preferred resource for evidence-based cancer treatment information at the point-of-care, by participation in conference booths; presentations at local and national conferences and seminars; and providing training sessions to clinical institutions.
- Respond to eviQ user feedback and enquires by providing accurate clinical information or redirecting enquires to the appropriate organisation.
- Participate in and contribute clinical expertise in other CINSW projects as required.
- Engage with clinicians to support state and national implementation of standard cancer treatments.
- Presenting at local, national and international conferences and seminars, and prepare papers in journals to promote the eviQ program and build eviQ's profile.

## Key challenges

- Building extensive networks and strong consultative relationships with a wide range of stakeholders, given their varying professional interests, philosophies, technological capacities and agendas.
- Maintaining current knowledge of contemporary evidence based research in cancer treatments and practices, and understand their potential application to the eviQ program.
- Developing a range of communication strategies to support clinical practice and improve cancer patient treatment outcomes, access and ability of users.

## Key relationships

Who	Why
<b>Internal</b>	
eviQ Content and Quality Manager	Receive guidance from, and provide regular updates on key projects, issues and priorities
Systems Improvement Team	Collaborate on the development of content
Cancer Information and Analysis Team	Advise on clinical data analysis
<b>External</b>	
Health Professionals	Liaise with and co-development of content
Professional Bodies (e.g. COSA, MOGA, RANZCR)	Collaborate to support eviQ activities

## Role dimensions

### Decision making

- Operates with some degree of autonomy in respect to the delivery of work assignments and is fully accountable for the quality, accuracy and reliability of the advice provided in respect to the development of eviQ content
- Makes day-to-day decisions relating to work priorities and workload management as well as any project/temporary staff supervised
- Responsible for the completion of projects within the agreed project plan and will consult with the supervisor/manager in relation to decisions which will substantially alter the outcomes, timeframe or funding requirements of individual projects and on key policy issues or potential conflicts arising in the course of project and representational duties.

### Reporting line

The Content Author eviQ reports to Content/Quality Manager eviQ

### Direct reports

The Content Author eviQ has 0 direct reports

### Budget/Expenditure

N/A

## Essential requirements





- Currently working as a registered nurse in adult medical oncology cancer services with relevant tertiary qualifications.
- Extensive knowledge of contemporary cancer treatments.
- High level analytical, critical thinking, research and evaluation skills.
- Demonstrated effective communication including verbal, written and interpersonal skills.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	<b>Display Resilience and Courage</b>	<b>Adept</b>
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Adept</b>
 <b>Results</b>	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 <b>Business Enablers</b>	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>Be flexible, show initiative and respond quickly when situations change</li> <li>Give frank and honest feedback/advice</li> <li>Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>Raise and work through challenging issues and seek alternatives</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</li> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Communicate the project strategy and its expected benefits to others</li><li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li><li>• Evaluate progress and identify improvements to inform future projects</li></ul>