# *Insert Service Name and logo*

**Position Description**

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| --- | --- | --- | --- | --- |
| **Position Title** | **Multiple Sclerosis Nurse** | | | |
| **Position No.:** |  | **Effective Date:** |  |
| **Reports To** | **Group and Unit:** |  | **Location:** |  |
| **Section:** |  | **Manager** |  |
| **Responsible For** | **Insert titles /roles** | | | |
| **Award/Agreement/Contact** | **Nurses Award** (*insert reference*) | | | |
| **Position Type**  e.g. Registered Nurse Div 1, Occupational Therapist Gr1, etc. | **Classification:** | Registered Nurse | **Position Status:** | Fixed term (*add period of contract*)/ Permanent (*delete if not appropriate*) |
| **Level:** | Grade 3 | **Position Type:** | Full Time/ Part Time |
| **Hours per week** | **XX hours per week** | | | |

1. **Organisational Context**

*You may be able to get a Statement of Duties template from your HR department to ensure consistency.*

*For the purpose of an example, provide in this section:*

* *Service information*
* *The various sites and clinics you operate from*
* *The number of departments the unit regularly interacts with*
* *Other responsibilities within your workplace such as research projects*

*Also provide a brief description of the environmental context i.e. regional coverage of the hospital or organisation.*

1. **Local Work Environment** *(Role of the department including any special features of the workplace and relationships)*

*Provide information about the local service unit and management structure.*

* (*Insert service name*) investigates the treatment and management of neurological disorders such as multiple sclerosis (MS). Education and support is provided to patients, their families and support persons, and to relevant health professionals. Referrals to (*Insert service name*) come from the Neurology Department and outpatient clinics, and from private neurologists, other hospitals (metropolitan and regional), and general practitioners. Individuals also contact the service independently.
* Functions of (*Insert service name*) include participating in local and international clinical drug trials, academic research and observational studies, providing consultancy services to external research and pharmaceutical companies, conducting a nurse-led MS immunotherapy program (counselling, therapy initiation and maintenance, clinic and telephone-based information and support), running product-specific vigilance programmes in collaboration with industry, conducting outpatient clinics, including a nurse-led (*Insert service name*) immunotherapy support clinic, supporting professional development including preceptorship and mentoring of external MS nurses, and contributing to inter-hospital peer support initiatives.

1. **Position Objective** *(Primary purpose and key performance objective)*

*(Delete what is not appropriate or needed)*

* Provide immunotherapy support, enhancing patients’ confidence in their ability to commence and adhere to current treatments, which aim to alter the disease course of multiple sclerosis. The MS Nurse’s role is to provide education, monitoring and support during and beyond the therapy initiation period, to increase the likelihood of patients adhering to long-term therapy. A crucial aspect of this role is to support long-term, treatment-specific vigilance programs to enable patient monitoring for potential side-effects and safety concerns.
* A key aspect of this role is the management of patients commencing and completing treatment with Lemtrada (alemtuzumab). This treatment has a requirement for long-term safety monitoring for 48 months following the final course of infusions. Management of patients on other treatment monitoring programs for other disease modifying therapies is included as part of this role.
* Another component of this role is research participation. (*Insert service name*) actively participates in and contributes to projects and clinical trials aimed at improving understanding and treatment of neurological conditions including multiple sclerosis.
* This role involves attendance at (*Insert service name*) clinical meetings to enhance the multidisciplinary management of patients with neuro-immunological disorders including MS, and close liaison with the (*Insert service name*), both medical and nursing.

1. **Position Accountabilities** *(Main duties and other specific requirements, activity and end result/outcome, regularly performed)*

### **Position specific: MS Specialist Nurse Position:**

* Provide sensitive and appropriate information and health counselling to assist patients adjust to disease diagnosis.
* Advise about immunotherapy treatment options; coordinating and providing instruction in the initiation of prescribed treatments.
* Enable patients to make informed decisions about immunotherapy treatments which aim to alter the disease course of MS.
* Enhance patient confidence in their ability to commence and adhere to treatment.
* Provide ongoing monitoring of patients according to treatment vigilance protocols for current immunotherapy treatments.
* Monitor, advise and support immunotherapy patients with regard to side-effect management and long-term treatment maintenance.
* Monitor, advise and support patients with regard to symptom and relapse management.
* Attend weekly Neuro-immunology clinic to provide immunotherapy education and counselling.
* Attend weekly Nurse-led clinic to provide immunotherapy education and counselling.
* Advise patients about immunotherapy treatment options, coordinating and providing instruction in the initiation of prescribed treatments.
* Build strong relationships with other key stakeholders in MS, both within (*Insert service name*)and externally.
* Show initiative and autonomy in terms of continuous quality improvement processes.
* Maintain effective working relationships and strong communication with (Insert service name)staff.

**Duties relating to Research role:**

* Conduct clinical research in accordance with the Therapeutic Good Administration (TGA) International Council for Harmonisation (ICH) Guideline for Good Clinical Practice and the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research.
* Accurately collect documentation and enter data necessary for the conduct of observational studies and other clinical research.
* Assist with the monitoring of patients for long-term safety and efficacy, according to treatment-specific vigilance programs.
* Provide patients with the necessary support and information to assist decision-making about research participation and to ensure informed consent.
* Assist in the performance or coordination of procedures, assessments and investigations associated with clinical drug trials and observational studies.
* Drive recruitment activities and initiate site recruitment plans to ensure we recruit to target. This includes providing regular education and updates to staff around protocol amendment updates, training requirements and study milestones.
* Schedule study visits and complete study-specific visit tracking tools.
* Responsibility for reporting adverse events and serious adverse events in a timely and effective manner at a local level and escalate as appropriate.
* Support research and clinical trials activities, including the post-marketing observational studies
* Ensure timely and accurate data entry into an electronic case report form (eCRF) to meet database lock deadlines, and respond promptly to data queries associated with the service’s research projects.
* Maintain Investigator Site Files and essential documents in accordance with International Conference on Harmonisation-Good Clinical Practice (ICH GCP), sponsor and local requirements.
* Facilitate remote and on-site monitoring visits as required.
* Build strong and effective working relationships with internal and external stakeholders.
* Organise investigator meetings, teleconferences, webinars and/or educational research programs as required and/or delegated.
* Analyse and assess each patient’s condition to establish a continuing care plan, appropriate action and future participation in the study in consultation with the treating doctor and/or the trial investigator.
* Act as a patient advocate at all times.
* Ensure clinical trials are undertaken in accordance with the terms approved by local Human Research Ethics Committees (HRECs).
* Consider the training and education implications of each protocol and work to develop appropriate strategies to meet these needs in order to ensure the safe and accurate implementation of the study.
* Develop the role by using evidence-based practice and continuously improving knowledge following training and education guidelines.

**Treatment Monitoring Programs:**

This role will be responsible for patient education, support and treatment monitoring programs for all disease modifying therapies approved for use in Australia.

**By example, a Lemtrada treatment monitoring program might include:**

* Attend weekly roundtable multidisciplinary meeting to identify potential Lemtrada candidates and to provide nursing expertise, counselling, education and support.
* Utilise Lemtrada workup checklist and treatment protocol to screen patients for suitability for Lemtrada commencement.
* Identify likely barriers to compliance with long-term post-treatment monitoring requirements.
* Counsel and educate patients about Lemtrada, including mode of action; likely efficacy; short and long-term risks and side-effects; importance of ongoing monthly blood/urine monitoring for 48 months post treatment; family planning considerations; dietary advice; pap smears and vaccinations.
* Coordinate repeat Nurse-led clinic visits as required, to ensure patients are informed and ready for Lemtrada treatment.
* Liaise with GP regarding commencement of Lemtrada & need for vaccinations/pap smear.
* Liaise with Ambulatory Care (AC) to book patients in for treatment (5 days year 1; 3 days year 2).
* Liaise with patient accommodation options as required, to book patients into accommodation.
* Coordinate referral to ACC; drug chart; IV orders; Lemtrada script; premedications script.
* Liaise with Pharmacy re Lemtrada supplies.
* Register patients to the Bloodwatch program.
* Supply patients with monthly Bloodwatch pathology request forms.
* Oversee alerts in relation to the Bloodwatch program (received by email and/or SMS).
* Respond to AC enquiries and issues as they arise.
* Actively participate in discussion with neurology team regarding management of clinical issues.
* Coordinate follow-up clinic appointments.
* Ensure subsequent MRIs are performed as per vigilance program.
* Maintain accurate record of Lemtrada patients - those treated, underway, and pending treatment.
* Ensure all Lemtrada patients are monitored in accordance with the Lemtrada vigilance program (e.g. MRI, clinic appointments, blood/urine tests).
* Assist in the reporting of any adverse reactions.

##### **Generic:**

* Maintain knowledge of, and adhere to current (*Insert service name*) policies and practices.
* Participate in (*Insert service name*) performance review and development (PRD) program and other continuous-improvement activity as required.
* Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management.
* Actively participate in the ongoing identification, assessment, treatment and prevention of risks.
* Participate in team and departmental meetings, as required.
* Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of (*Insert service name*) without prior authority of the Chief Executive Officer.

1. **Key Selection Criteria** *(Key skills, qualifications, knowledge and behavioural attributes, together with physical requirements, necessary for performance in the role)*

#### **Essential for Performance in the Position**

* Division 1 Nurse / Midwife Registered with the Australian Health Practitioners Registration Agency (AHPRA).
* Demonstrated experience and proficiency in patient education and counselling.
* Demonstrated ability to build and maintain strong professional relationships and foster collaborative networks with internal and external stakeholders.
* Demonstrated organisational and decision-making skills.
* Demonstrated ability to establish rapport with, and respond appropriately to, the varying needs of patients for information, instruction and support.
  + Willingness and ability to show initiative, autonomy, perseverance and accountability.
  + Commitment to patient empowerment and person-centred practice.
  + Demonstrated interest or experience in nursing research and/or clinical research.
  + Highly-developed verbal and written communication skills, including punctuation, spelling and grammar.
  + Commitment to rigorous clinical and research documentation and data collection.
  + Proficiency in keyboarding and computer skills.
  + Enthusiasm, positivity and flexibility.
  + Flexible approach to reasonable workplace demands in order to meet research protocol requirements and recruitment targets.
  + A commitment to (*Insert service name*) values: *insert values individually*

#### **Desirable but not essential for Performance in the Position**

* Post-Graduate qualifications in the field of neurology.
* Demonstrated experience in the field of neurology nursing, particularly multiple sclerosis.
* Demonstrated experience in clinical trials/research.
* Demonstrated experience in nursing education.
* Experience in preparing submissions, significant reports or written papers.
* Experience in literature search and review.
  + A sound understanding of information technology including clinical systems and applications relevant to the role (e.g. Medtrak, Cerner, Patient Choice Booking system).
  + Familiarity with the requirements for the conduct of ethical research, in accordance with Australian and international guidelines and statements.

1. **Other Relevant Information** *(Other information to be made known to persons interested in appointment to this position)*

Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

Immunisation

Maintain appropriate levels of immunisation in accordance with (insert service name) Health’s Workforce Immunisation/Screening Policies, in the interests of yourself, all (insert service name) Health staff, patients and visitors.

1. (*Insert service name*) **Values**

The (*Insert service name*) values play a critical role in shaping how we operate as an organisation. They influence our performance, planning, recruitment, training and development, along with our relationships with colleagues, work mates, patients and their relatives and friends. The (*Insert service name*) values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation.

**Our Values are:**

* *Insert each value separately - source from your strategic planning documents*

1. **Document Review Details**

**Date Position First Documented (if known):** Month Year

**Date of this Position Description Review:** Month Year

**Signature of Manager**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## (*Insert service name*) *is a bullying, harassment, discrimination and smoke-free employer*

(*Insert service name*) *is committed to providing employees with a healthy, smoke-free work environment where bullying, harassment and discrimination does not occur. Consistent with this and* (*Insert service name*) *corporate values of (insert individual values), (insert service name) will not tolerate employees:*

* *Behaving in a way that contributes to bullying, discrimination or harassment in the workplace; or*
* *Smoking on* (*Insert service name*) *premises or in* (*Insert service name*) *vehicles.*