



Expression of Interest: Consumer Members for the Australian Cancer Nursing and Navigation Program (ACNNP) Expert Advisory and Working Groups

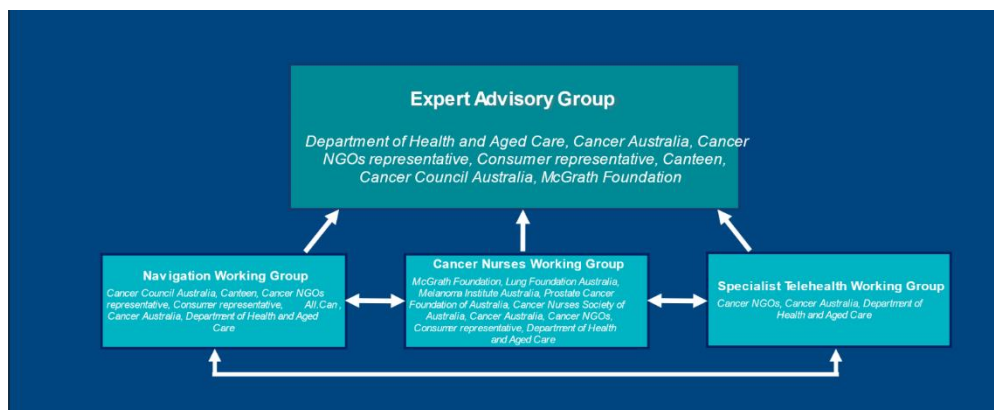
Please submit your completed application to ACNNP@health.gov.au no later than 12 noon Friday, 8 March 2024

Overview

On 17 November 2023 the Australian Government committed \$166 million from 2023-24 to 2026-27 towards the establishment of the Australian Cancer Nursing and Navigation Program (the Program), which will improve equitable access to high quality and culturally safe care for all people with cancer, irrespective of their tumour type or geographic location.

The Department of Health and Aged Care (the Department) is establishing **four governing bodies** that will guide the development and implementation of the Program to ensure it delivers on its intended aims of improving cancer outcomes by facilitating equitable access to cancer nursing and navigation services for all people with cancer. Terms of Reference will be established and agreed upon for each of the governing bodies at their respective inaugural meetings.

These governance arrangements are a formal mechanism for consulting with stakeholders and seeking their input into the Program's design. It will facilitate representation, input and collaboration across the sector, co-opting expertise where required. A diagrammatic overview of the governance structure is provided below, along with further detail on each of the groups.



More information on the Australian Cancer Nursing and Navigation Program can be found on the **Department of Health and Aged Care website**: www.health.gov.au/our-work/australian-cancer-nursing-and-navigation-program

What is the ACNNP Expert Advisory Group and Working Groups?

- The Expert Advisory Group (EAG) will provide strategic Program oversight, direction and advice, ensuring all Program streams are integrated at a service and system level to provide complementary and integrated care that meets the needs of patients at each point in the cancer pathway. The EAG will comprise:
 - the Department of Health and Aged Care
 - Cancer Australia
 - National Aboriginal Community Controlled Health Organisation
 - Cancer Council Australia
 - McGrath Foundation
 - Canteen
 - Consumer representatives (up to 2)
 - Cancer Non-Government Organisations (NGO's) representatives (x2).

The EAG will receive recommendations and advice from the three working groups that sit underneath this overarching body. Each of the three working groups will report to the EAG on the progress of the Program and escalate issues that require consideration of the EAG.



- The Cancer Navigation Working Group will develop the service delivery model for the Program's cancer navigation stream, including the needs of people with cancer, their carers, families and the navigation workforce that will deliver the service. Key roles will extend to developing patient referrals to external services, digital solutions and harnessing technology to maximise patient outcomes particularly for people in rural and remote areas. The Working Group will consist of:
 - Cancer Council Australia
 - All.Can
 - Cancer NGO representatives (x2)
 - Consumer representatives (up to 2)
 - the Department of Health and Aged Care
 - Cancer Australia

- The Cancer Nurses Working Group will be responsible for developing the service delivery model of the cancer nursing stream which includes the all-cancer nursing service, ensuring it provides services that are integrated with, and complementary to the Program's other service streams. Key roles extend to identifying needs-based locations of all-cancer cancer nurses, ensuring integration of the prostate cancer nurses and all-cancer nurses, and establishing a unified cancer nurse community for nurses employed across the Program. This group will support the transition of tumour specific nurses to the all-cancer nurse model, ensuring service continuity for patients and workforce retention. The Working Group will also support the development of tumour specific education modules in partnership with cancer NGOs to support the all-cancer nurses. The Working Group will consist of:
 - McGrath Foundation
 - Prostate Cancer Foundation Australia
 - Lung Foundation Australia
 - Melanoma Institute Australia
 - Cancer Nurses Society of Australia
 - Cancer NGO representatives (x2)
 - Consumer representatives (up to 2)
 - the Department of Health and Aged Care
 - Cancer Australia

- The Specialist Telehealth Working Group will be responsible for developing the service delivery model for specialist telehealth professionals to provide tumour specific information, support and advice for people with cancer. Key roles extend to achieving consistency where possible across this Program stream, while tailoring support to the unique needs of people with specific cancer types. Responsibilities include the needs of the workforce to support patients, and digital solutions supporting the delivery of the telehealth stream. The Telehealth Working Group includes:
 - Bowel Cancer Australia
 - Breast Cancer Network Australia
 - Head and Neck Cancer Australia
 - Leukaemia Foundation
 - Liver Foundation
 - Lung Foundation Australia
 - Melanoma Patients Australia
 - Neuroendocrine Cancer Australia
 - Ovarian Cancer Australia
 - PanCare
 - Prostate Cancer Foundation of Australia
 - Rare Cancers Australia
 - Consumer representatives (up to 2)
 - Cancer Australia
 - Department of Health and Aged Care

What is involved?

Consumer members will be involved in one of the ACNNP working groups and will be asked to attend Expert Advisory Group meetings on a rotating basis.



It is anticipated that each group will meet once every 6 weeks by videoconference until approximately June 2024 and approximately quarterly from July 2024, with meetings to be no longer than three hours. Ad hoc virtual meetings may be called upon, and issues may be progressed out of session when required.

The EAG and Working Groups may be required to pre-read meeting documents and if necessary be consulted on an ad-hoc basis between meetings. When possible and where appropriate consumer representatives will be remunerated for their time.

Applying to be a consumer representative

Applications for consumer representative roles are open to all health consumers and representatives of health consumer organisations. A selection panel of consumer peers will be established along with departmental officers to assess applications and confirm the consumer representatives for the EAG and the Working Groups.

What to consider before applying

- Please read the **role description and selection criteria** at [Attachment A](#) of this document. This **provides guidance on the expectations for consumer members**.
- The application form requires applicants to respond to each criterion specified for the role.
- Please answer the questions below and submit your completed application to ACNNP@health.gov.au by **no later than 12 noon Friday 8 March 2024**.

The **Expression of Interest Application Form** is provided at the end of this document for your completion.

Privacy and Consent

Privacy Information

Your personal information is protected by law, including the *Privacy Act 1988* and the Australian Privacy Principles (APPs), and is being collected by the Department, via the Citizen Space platform, for the purposes of conducting this application process. The Department will collect your personal information at the time that you submit your application.

To protect privacy, do not include identifying personal or sensitive information about another individual (third party) except where permission has been granted by that individual, such as in the case of providing identifying information on referees required to support your application.

Further information about privacy

You can access more information about the way in which the Department will manage your personal information, including our privacy policy, at www.health.gov.au/resources/publications/privacy-policy. You can obtain a copy of the Department's privacy policy by contacting the Department using the contact details set out below. The Department's privacy policy contains information about:

- How you may access the personal information the Department holds about you and how you can seek correction of it; and
- How you may complain about a breach of the APPs or a registered APP code that binds the Department; and
- How the Department will deal with such a complaint.

You can contact the Department by telephone on (02) 6289 1555 or free call 1800 020 103 or by using the online enquiries form at www.health.gov.au <http://www.health.gov.au>.

How will this information be used?

Submitted applications will be provided to the Selection Panel for consideration.

Information pertaining to the consumer representative role, as provided by applicants, will remain confidential to the Selection Panel and the Department of Health and Aged Care's Cancer Policy and Programs Branch. The Cancer Policy and Programs Branch is providing administrative support for this process.



Acknowledgement

By making this application, I acknowledge that:

- I understand that the giving of my consent is entirely voluntary.
- I am over the age of 18 years.
- I consent to the Department collecting information requested in Citizen Space about me, including any sensitive information, for the purposes indicated.
- Where relevant, I have obtained the consent of any individuals whose personal information is included in my application, to the Department collecting this information for the purposes outlined in this notice.

(Required)

Please select only one item

I acknowledge the above.

Application – Your Details

The below details are required to identify you and provide your contact details.

What is your name?

Name **(Required)**

What is your email address?

Email **(Required)**

Please indicate the category that best represents you:

(Required)

Please select only one item

- Individual consumer or carer
- Member of a health consumer/patient organisation
- Representative of a health consumer/patient organisation
- Other

What is the name of your organisation? *(if applicable)*

Organisation

If you are an employee, representative or have other commitments to an organisation, it is important that your organisation's management and/or Board is aware of and supports your application for this role.

(Required)

Please select only one item

- Yes, my organisation is aware of and is supportive of my application for this role.
- No, my organisation is not aware of and/or has not provided support of my application for this role.
- I do not have such commitments.

Application for Consumer Representative, ACNNP Working Group/s

Your application should provide a response to each of the statements outlined below. Your responses should describe your relevant current and past experience and provide specific examples to demonstrate capability within each criterium. Responses should be limited to 150 words per statement.

If you would like to upload a file please do so below

Please attach a copy of any documents you wish to include to this printout.

The preferred file types are PDF or Microsoft Word. Should you have any difficulties submitting this form, or you would like to submit a file(s) larger than 25mb, please contact ACNNP@health.gov.au

The provision of two referees is required to support your application for the role of Consumer Representative of the ACNNP Working Group/s. The Selection Panel may contact referees as part of the selection process.

Does your application include details of two referees.

(Required)

Please select only one item

- Yes, my application includes details of my two referees
- No, I still need to provide referee details



Application – Criteria for Consumer Representative, ACNNP Working Group/s

Please provide responses to each of the statements below, which align with the **role description and selection criteria** at [Attachment A](#) of this document. Your responses should describe your relevant current and past experience and provide specific examples to demonstrate capability within each criterium. Responses should be limited to 150 words per statement.

Strong links with patient communities/health consumers, particularly in the context of consumer engagement and patient journeys across the cancer continuum.

Please provide written response *(Required)*

Ability and willingness to speak confidently to the patient/consumer lived experiences and perspectives, in consensus with patient/consumer peers.

Please provide written response *(Required)*

An understanding of the consumer sector's diverse needs and to apply this to effect change, as relevant to the as relevant to the collaboration of the working group process..

Please provide written response *(Required)*

An understanding of the principles of access and equity in the delivery of cancer nursing and navigation services within a universal health system.

Please provide written response *(Required)*

Experience and understanding in navigating the Australian health system throughout the cancer continuum, with excellent knowledge of the current environment and processes for suggesting possible improvements.

Please provide written response *(Required)*



Good communication and interpersonal skills including respect for the views of other people and organisations, and the ability to listen and take part in constructive debate.

Please provide written response *(Required)*

Time and commitment to attend meetings (in person or virtually) and prepare for discussions and activities as required; this includes working with other consumers, the broader cancer sector, Non-Government Organisation representatives and participating in broader feedback activities to patient/consumer networks.

Please provide written response *(Required)*

Application – Referees

The provision of two referees is required to support your application for the role of Consumer Representative of the Working Group/s. The Selection Panel may contact referees as part of the selection process.

Please provide the details of two referees below. For each, please include the referee's:

- Full name
- Role title
- Organisation
- Email
- Preferred phone number
- Relationship to you and duration of the relationship

Referee 1

Please provide written response *(Required)*

Referee 2

Please provide written response *(Required)*



ACNNP Consumer Members for Governance Groups Role Description and Selection Criteria

ROLE DESCRIPTION:

Consumer members will be required to:

- Represent and advocate for all people with cancer and their needs across the cancer continuum in one of the ACNNP Working Groups, and on the ACNNP Expert Advisory Group on a rotating basis.
- Clearly articulate the required services and supports people with cancer, their families and carers need to effectively navigate the health system throughout the cancer continuum.
- Lead discussions and actively engage with consumer networks concerning the design and implementation of the Program.
- Provide advice, support and work collaboratively with all group members towards a consensus on governance group decisions that will inform the planning, design and implementation of the Program.
- Agree and abide with the requirements of the Program's governance group process.
- Attend meetings as agreed in the governance group schedule/Terms of Reference and be available to attend interim meetings such as with governance group members, clinicians/allied health professionals, and progress out-of-session items as required.
- Provide advice and support to implement strategies for consulting with consumers/consumer organisations in priority populations.
- Contribute to discussions regarding findings from recent consultations on cancer navigation processes and consumer engagement, including those relating to the Australian Cancer Plan.

SELECTION CRITERIA:

- Strong links with patient communities/health consumers, particularly in the context of consumer engagement and patient journeys across the cancer continuum
- Ability and willingness to speak confidently to the patient/consumer lived experiences and cancer perspectives in consensus with patient/consumer peers.
- An understanding of the consumer sector's diverse needs and to apply this to effect change, as relevant to the collaboration of the working group process.
- An understanding of the principles of access and equity in the delivery of cancer nursing and navigation services within a universal health system.
- Experience and understanding in navigating the Australian health system throughout the cancer continuum, with excellent knowledge of the current environment and processes for suggesting possible improvements.
- Good communication and interpersonal skills including respect for the views of other people and organisations, and the ability to listen and take part in constructive debate.
- Time and commitment to attend meetings (in person or virtually) and prepare for discussions and activities as required; this includes working with other consumers, the broader cancer sector, Non-Government Organisation representatives and participating in broader feedback activities to patient/consumer networks.

MEETINGS

- Consumer members will be involved in one of the ACNNP working groups and will be asked to attend Expert Advisory Group meetings on a rotating basis. It is anticipated that each group will meet once every 6 weeks by videoconference until approximately June 2024 and approximately quarterly from July 2024, with meetings to be no longer than three hours.
- Ad hoc virtual meetings may be called upon, and issues may be progressed out of session when required.
- Members may be required to pre-read meeting documents and if necessary be consulted on an ad-hoc basis between meetings. The Department of Health and Aged Care will provide secretariat support for the governance groups.

REMUNERATION

- Eligible consumer members will be remunerated with reference to Remuneration Tribunal rates and/or the Department's Remuneration Framework for Members of Non-Statutory Committees. The equates to a daily fee of \$448. Pro-rata fees are payable for meetings of shorter duration.