

Position Description

Position Title	Registered Nurse
Position Number	30025552
Division	Clinical Operations
Department	Cancer Services - Radiotherapy Unit
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028
Classification Description	Registered Nurse Gr2 Year 2 – 8
Classification Code	YP3 – YP9
Reports to	Nurse Unit Manager – Cancer Services
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Operations Division

The Clinical Operations Division encompasses acute and mental health services. We provide a wide range of general medical, surgical and speciality services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health Services.

Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

THE CANCER CENTRE TEAM

The Bendigo Cancer Centre is a partnership between Bendigo Health and Peter MacCallum Cancer Institute, which brings together Medical Oncology, Haematology and Radiation Oncology treatment and consultative services, with the support of palliative care, allied health, and specialist nursing staff, pharmacy, clinical trials, MDM meetings and outreach clinics.

The radiotherapy service is provided by Peter Mac (Victorian Comprehensive Cancer Centre) and managed by a Site Manager and Clinical Director. Bendigo Health is responsible for radiotherapy nursing staff only.

The Oncology Service is provided by Bendigo Health. The Chemotherapy Day Unit is a day-stay unit providing a wide range of chemotherapy, hormonal therapy and biological response modifiers symptom support and medical infusions as well as access to clinical trials.

Cancer clinics operates outpatient consulting clinics including medical transcription typing and MDM Coordination

The Position

Cancer Services is comprised of four patient care areas:

- Chemotherapy Day Unit (including clinical trials, Symptom Urgent Review Clinic and Oncology Ward Liaison)
- Home Based Cancer Care Program
- Medical Infusions
- Radiotherapy Unit

This position mainly involves providing care and support to radiotherapy patients, with the ability to work across each of the four patient care areas as required.

The Chemotherapy Day Unit involves the administration of chemotherapy, immunotherapy and related treatments; blood product support (supportive care); medical infusions support and education to patients and their carers/families. There will be opportunity to work across each of the four patient care areas as required (pending qualifications and experience).

You will be provided with the necessary professional development based on your skills and previous experience.

Responsibilities and Accountabilities

Key Responsibilities

- Nursing care required for patients undergoing radiotherapy,
- Sound clinical knowledge
- Patient assessment skills
- Management of oncology emergencies
- Education to patients, carers and other health professionals
- Supportive Care
- Intravenous cannulation (optional)
- Access and management of Central Venous Access Devices (optional)

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

Qualifications / Certificates / Registrations

1. Be registered as a Registered Nurse with the Nursing and Midwifery Board of Australia.

Specialist Expertise and Knowledge

- 2 Effective communication, negotiation and interpersonal skills
- 3 Demonstrated organisational and time management skills.
- 4 Demonstrated ability to work autonomously and collaboratively as part of a multidisciplinary team.
- 5 Computer literacy, including experience in electronic patient records
- 6 Ability to operate in an environment of change.

Personal Qualities

- 7 A personal approach which is positive, enthusiastic, friendly and helpful.
- 8 Reliable and professional work ethic, with a willingness and ability to learn

Desirable

Skills and Abilities

- 9 Radiotherapy Nursing experience
- 10 Sound clinical knowledge in specialist area – radiotherapy/chemotherapy

- 11 Expertise in CVAD care, IV Cannulation and medical infusions.
- 12 Chemotherapy Nursing Certificate or equivalent qualification
- 13 **Drivers Licence** A current Victorian driver's licence may be required for this position.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.