

# Position Description

Position Title	Liaison Nurse - Menopause
Position Number	30012903
Division	Clinical Operations
Department	Women’s Health Clinics
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Registered Nurse Grade 3B
Classification Code	YU11
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

**TRUSTWORTHY** - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

The Liaison Nurse in the Women's Health Clinic (Menopause) provides expert clinical nursing care to women navigating menopause, perimenopause, surgical menopause and complex endocrine issues related to premature ovarian insufficiency. The role involves conducting comprehensive, holistic health assessments, and evaluation and implementation of care plans in consultation with the patient.

The liaison nurse triages complex referrals, monitors treatment efficacy, and acts as the primary point of contact for patient support. The Liaison Nurse is a clinical liaison and key care coordinator within the interdisciplinary team (e.g., endocrinologists, gynaecologists, allied health), actively participating in MDT meetings and promoting shared decision-making. The role carries professional leadership responsibilities, including leading the development of clinical protocols and guidelines, delivering targeted education and training programs to staff and the wider health network, and driving quality improvement initiatives and research projects to enhance service delivery.

## Responsibilities and Accountabilities

### Key Responsibilities

- Provide expert clinical nursing consultation and care to women experiencing menopausal symptoms, perimenopausal transition, premature ovarian insufficiency, surgical menopause and other complex endocrine issues related to menopause.
- Conduct comprehensive, holistic health assessments, including detailed history taking, psychosocial screening, and interpretation of relevant pathology and imaging to inform diagnosis and management.
- Triage complex referrals to the service according to established criteria, ensuring appropriate prioritisation and timely access to specialised care in line with the Department of Health non-admitted specialist services in Victorian public hospitals access policy.
- Serve as the primary point of contact for patients, offering ongoing support, education, and management related to menopausal health.
- Act as a clinical liaison and key coordinator across the interdisciplinary team, including endocrinologists, gynaecologists, GPs, dietitians, psychologists, and allied health professionals, to ensure seamless, holistic patient care.
- Actively participate in multidisciplinary team (MDT) meetings and case conferences to present complex patient cases, formulate consensus-driven care plans, and ensure continuity of care.
- Facilitate referrals and linkages to specialised internal and external services (e.g., fertility preservation, sexual health, mental health services) and community support networks.
- Promote shared decision-making by ensuring patients have a clear understanding of their diagnosis, risks, benefits, and alternatives for all treatment options.

- Lead the development and revision of evidence-based clinical protocols, guidelines, and patient resources specific to menopausal health and MHT management, ensuring compliance with national and international guidelines
- Develop and deliver targeted education and training programs for nursing, medical, and allied health staff both within the service and across the wider health network to enhance capability in menopausal healthcare.
- Mentor and coach junior staff, students, and colleagues to promote clinical excellence and specialty knowledge.
- Lead or actively participate in quality improvement initiatives, clinical audits, and research projects aimed at evaluating and enhancing the effectiveness, safety, and accessibility of the menopause service
- Maintain accurate and thorough documentation of advanced assessments, interventions, and outcomes for quality and research purposes.

## Key Selection Criteria

### Essential

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Acute health background with a minimum 3 years' advanced nursing experience
3. Demonstrated clinical experience and interest in gynaecology or endocrinology
4. Excellent communication, leadership and interpersonal skills
5. Ability to think critically and demonstrate confidence in decision making
6. Ability to develop patient care plans, and liaise with the interdisciplinary team and external caregivers for improved patient outcomes
7. Advanced organisational skills and computer literacy

### Desirable

8. Postgraduate qualifications in a relevant Women's Health specialty (or working towards)

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.

- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*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.*