

Position Description

Position Title	Multidisciplinary Meeting Administrator
Position Number	30025900
Division	Clinical Operations
Department	Cancer Clinics
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G2 L1 - G4 L5
Classification Code	HS2 - HS29
Reports to	Cancer Centre Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> National Police Record Check Immunisation Requirements

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 role of Multidisciplinary Meeting Administrator is to administrate the multidisciplinary meetings that are operated from Bendigo Health. The position is located in the Cancer Centre at Bendigo Health.

Responsibilities and Accountabilities

Key Responsibilities

- Conduct all tasks required to administer the MDM meetings including:
 - Ensuring the Multidisciplinary Videoconferencing Suite is appropriately set up before MDM meetings and packed up in a timely manner. This includes setup and pack up of food and beverages
 - Assisting the Chairs to manage the meeting quorum, cancel meetings and attend to other meeting requests as applicable
 - Ensuring all required imaging, data and reports are accessible to MDM stakeholders
 - Ensuring meeting recommendations are scanned and emailed to Health Information Services and posted to relevant regional and private hospitals and distributed to General Practitioners in a timely manner
- Maintain appropriate systems to ensure MDM meetings are administered properly including:
 - Providing education, training materials and support to MDM participants to enable them to participate appropriately in the meetings.
 - Maintenance of current MDM database including upgrades and enhancements
 - Participate in development of quality improvements, evaluation activities and provide progress reports as appropriate, including regular evaluation of meetings to relevant MDM Chairs
 - Ensure the MDM meetings maintain legal and documentation standards for client information, communication and clinical records, as specified in the MDM Team Meeting Guidelines
 - Department of Health participation as the Bendigo Health Loddon Mallee representative on the QOOL Development and Project Team

Key Selection Criteria

Essential

1. Certificate IV in business administration or equivalent related training or experience
2. Demonstrated high level of computer literacy and competency particularly in the use of MS Office applications; Word, Excel, PowerPoint, Outlook, Publisher, Access and web-based applications
3. Competent in the use of Videoconference and Telehealth technologies and training
4. Experience in Multidisciplinary team meeting management, facilitation and coordination

5. Demonstrated ability to respond quickly to resolve IT and other technical issues

Desirable

6. Excellent written, verbal and interpersonal communication skills, including an ability to interact with staff at all levels of an organisation, as well as external contacts
7. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
8. Self-motivated, and able to effectively prioritise competing demands, and seeking advice on this when required
9. Ability to operate in an environment of change and to be flexible in response to change

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.