

## Position Description

Position Title	Liaison Nurse
Position Number	30027912
Division	Clinical Operations
Department	Cancer Services
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Registered Nurse G3B
Classification Code	YU11
Reports to	Nurse Unit Manager – Cancer Services
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>• 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 plays a vital role in the coordination, management and care of cancer patients admitted to Bendigo Health. The liaison role provides patients, doctors, nursing staff, allied health and family members a central contact point to ensure timely, co-ordinated care. The Liaison Nurse assists patients to understand their treatment, coordinate care and referrals to other health services and provide emotional support, education and information. It also plays a valuable role in the education and support for ward-based nurse's providing inpatient oncology patient care.

## Responsibilities and Accountabilities

### Key Responsibilities

- Ensure that patients receive a high quality of patient care; communication regarding patients is facilitated as necessitated and undertake all reasonable efforts to ensure patients are well informed.
- Lead and empower the ward nurses to effectively care and manage the oncology patients.
- Act as an expert resource by providing a presence on the wards for staff to readily access.
- Provide support and advocate for patients highlighting issues that might be pertinent for patients to medical staff.
- Support medical staff during ward rounds to ensure investigation and treatment is delivered timely manner.
- Providing timely and consistent education and information to patients and families.
- Provide specialist knowledge and education for staff in management of oncology complications.
- Assistance with CVAD care and troubleshooting on inpatient units
- Coordinating PICC line insertion for the ward oncology patients as deemed appropriate by oncology team.
- Liaise with Oncology team leader, SURC nurse and bookings co-ordinator regarding in patients and potential impact on further treatments.
- To work collaboratively within the multidisciplinary team to ensure timely and coordinated discharge planning.
- Assessment and screening for clinical and supportive care needs and people at risk for adverse clinical and psychosocial outcomes

- Coordinate discharge planning ensuring all patients have appropriate follow up and investigations in place
- Attending mandatory training as required.
- Participating in service improvement activities that aim to improve outcomes for individuals and the service.

## Key Selection Criteria

### Essential

1. (a) Registered Nurse with at least three years post registration experience in oncology nursing  
(b) Post graduate qualification in oncology nursing; chemotherapy nursing certificate or equivalent
2. Sound clinical knowledge; assessment skills; expertise in CVAD care and IV Cannulation
3. Evidence of a commitment to excellence in the care of cancer patients
4. Demonstrated understanding of the needs of oncology patients including admission, referral and discharge planning processes
5. Excellent organisational and time-management skills with an eye for attention to detail
6. Demonstrated ability to work autonomously and collaboratively as part of a multidisciplinary team.
7. Demonstrate involvement in professional activities and organisations (eg: Cancer Nurses Society of Australia).
8. Ability to work in an environment of change.
9. Highly developed verbal, written and interpersonal communication skills including computer literacy

## 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.*