

Position Description

Position Title	Liaison Nurse
Position Number	30102736
Division	Clinical Operations
Department	30102736
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Clinical Nurse Consultant B
Classification Code	ZJ4
Reports to	Nurse Unit 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 • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

The Position

The Intensive Care Unit Liaison Nurse (ICU LN) role has been developed to aid in the care of acutely ill patients and those at risk of deterioration in the ward setting. Part of the ICU Outreach Service the ICU LNs key focus is to facilitate safe patient transfers from ICU to the general ward and improve the transition of ICU patients to the ward by providing continuity of care.

The ICU LN assists in the management of patients with complex needs and increased acuity, often working to prevent ICU admission, or accelerate and facilitate admission of the deteriorating patient into ICU. The ICU LN provides a link between the resources and skills of ICU and the ward environment as well as providing expertise within the ICU environment

Since the introduction of the Medical Emergency Team (MET) the ICU LN has become a key member of the MET team by reviewing all patients within 24 hours of a MET call to ensure treatment plans meet the requirements of the patient. The ICU LN also provides basic education into the MET system, and reviews policy on an as needed basis. The ICU LN is responsible for ensuring that concerns, incidents and near misses associated with the MET system and deteriorating patients are recorded and reported via the incident data base. The ICU LN is responsible for chairing a monthly MET review group meeting and is an attendee at the deteriorating patient committee meetings, thus playing an important role in quality and risk management.

Responsibilities and Accountabilities

Key Responsibilities

ICU Environment

- Provide clinical expertise, leadership and assistance as required in ICU
- Attend MET/Code Blue emergency calls when ICU Access Nurse is unavailable

Discharge planning

- Daily consultation between ICU LN and ICU staff to identify and follow patients 'cleared for the ward'. Receive updates on long term patients enabling effective discharge planning.
- Assess the immediate and ongoing physical, clinical and psychosocial needs of the patient.
- Support ICU staff in the development of discharge plans and transfer processes.
- Provide advice to ICU staff regarding appropriate treatments and equipment for ward use, ensuring discharge plan is appropriate for ward level care.
- Support complex patients and their families in preparation for transfer from ICU, ensuring patients and families are aware of transfer and the differences between ICU and ward care.
- For complex ICU patient discharges liaise with receiving ward nursing staff and nurse in charge, highlighting specific care requirements.
- Liaise with multi-disciplinary teams to enable smooth transition of patients from ICU to the ward.

Ward care environment

- Review and support patients discharged from ICU. Daily ICU Outreach ward round to be conducted and directed by Liaison nurse.
- Early identification of patients at risk of deterioration through patient assessment, communication with ward staff or referral system. Patients requiring automatic referred to ICU Outreach Service include ICU discharges, MET calls, ICU refusals, Code Blue, Central Vascular access devices (CVADs).
- Review of all patients following ICU discharge, MET call or ICU refusal within 24hours of event.
- Facilitate timely admission of deteriorating patients to ICU if appropriate.
- Support of ward staff caring for acutely ill and complex patients.
- Monitor patients receiving Total Parental Nutrition as part of the Nutritional Support Service.
- Monitor patients with a Tracheostomy in-situ daily as part of the Tracheostomy team.
- Monitoring of CVADs. CVC lines to be reviewed daily, PICC lines weekly. Troubleshoot CVADs prn at request of ward staff.
- Act as liaison service for insertion of PICCs

- Assist with transfers, equipment and communication requirements arising from deteriorating patients.
- Pre-admission- provide clinical and clerical assistance at pre-admission clinic ensuring pre-admission paperwork complete and bed booked if required. Invite elective ICU patients for a familiarisation tour of ICU.
- Conduct ward review of patients declined a bed at Pre-admission as part of Outreach ward round.

Education

- Promote knowledge of Bendigo Health's rapid response system (MET).
- Assist with education as required relating to ICU outreach services.
- Promote understanding of ICU and ward policy and procedures.

Quality

- Co-Ordinate and chair monthly MET review group meetings.
- Active member of the Deteriorating Patient Committee
- Undertake clinical audits as required

Data Collection/Entry

- Maintain accurate records, statistics and reports as needed.
- Maintain MET call data base and provide reports for various departments.
- Participate in research projects that are relevant to the groups of patients referred to ICU LN or the LN role.
- Enter incidents encountered during MET calls or other events into the appropriate database.

Key Selection Criteria

Essential

1. Registered Nurse with AHPRA and Post-Graduate Intensive Care or Critical Care qualification.
2. A minimum of 5 years' experience in a Critical Care setting
3. Demonstrated high level skills and experience in Intensive Care Nursing.
4. Advanced clinical and patient assessment skills.
5. Ability to work autonomously and independently.
6. Demonstrated ability to recognise educational requirements of staff and provide appropriate feedback and training.
7. Demonstrated leadership skills.
8. Experience at a senior level in a multi-disciplinary team.
9. Strong computer literacy and ability to learn new systems.
10. Strong interpersonal and communication skills.

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.
- 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.