

## Position Description

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| Position Title             | Allied Health led Survivorship Clinic Project Officer                                                                                                                                                                                                    |
| Division                   | Clinical Operations                                                                                                                                                                                                                                      |
| Department                 | Cancer Centre                                                                                                                                                                                                                                            |
| Enterprise Agreement       | Medical Scientists, Pharmacists And Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025<br>Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 |
| Classification Description | Grade 3 Year 1 to 4 Allied Health Professional                                                                                                                                                                                                           |
| Classification Code        | Dependent on qualifications and experience                                                                                                                                                                                                               |
| Reports to                 | Cancer Centre Allied Health Team Leader                                                                                                                                                                                                                  |
| 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>• Registration with Professional Regulatory Body or relevant Professional Association</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](#)

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 Bendigo Cancer Centre has identified the development and expansion of a Survivorship Model of Care as a key priority within its Regional Cancer Services Plan 2023–2028. As part of this development, the Bendigo Cancer Centre has been awarded a Victorian Integrated Cancer Services (VICS) 2025–2026 Survivorship Grant to develop and implement an Allied Health led Survivorship Clinic within the centre.

The successful applicant will be responsible for leading all aspects of the project delivery with support provided by the Allied Health Team Leader and members of the Survivorship Working Party. This role will coordinate the development, implementation, and evaluation of the project ensuring the clinic is successfully embedded into existing services. The project officer will work closely with the working party, the Loddon Mallee Integrated Cancer Service (LMICS) and will liaise with other health services within the region to determine the survivorship care needs of patients, the Project Officer will facilitate collaboration across disciplines, monitor progress, and provide regular updates and written reports to both VICS and Loddon Mallee Integrated Cancer Services (LMICS).

## Key Responsibilities

### Project Development

- Establish project governance and reporting structures.
- Develop a detailed project plan and implementation timeline.
- Create and maintain a project database to track progress and outcomes.
- Engage and consult with regional stakeholders to ensure alignment and support.
- Conduct a survivorship care needs assessment to identify service gaps and priorities.
- Establish processes to identify patients completing treatment and transitioning to survivorship care.
- Develop protocols for acquiring and distributing treatment summaries.
- Design educational resources and promotional materials to raise awareness of the program.
- Identify opportunities to work with other health services within the region to present and promote Cancer Council Victoria (CCV) Cancer Wellness Education sessions. Create project evaluation tools to measure impact and effectiveness.

### Project Implementation

- Implement survivorship assessments and structured follow-up pathways.
- Coordinate and facilitate community and regional referrals for ongoing care and support. To schedule and coordinate CCV Cancer Wellness Education Programs over the course of the year.

### Project Evaluation

- Collect and coordinate participant and stakeholder feedback.
- Analyse data to assess outcomes and identify areas for improvement.
- Prepare a comprehensive final report with findings and recommendations for future service development

## Responsibilities and Accountabilities

The key responsibilities and duties of the Grade 3 Allied Health Clinician include, but are not limited to:

| Key Responsibilities                          | Demonstrated by                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Provision of care</b>                   | <ul style="list-style-type: none"> <li>• Work independently within approved scope of practice to provide safe, evidence-based care according to organisational policies and protocols in order to achieve optimal care</li> <li>• Provide high levels of specialist knowledge, advice or guidance to other clinicians, consulting with supervisor and senior staff to escalate concerns, risks, clinical complexity and barriers where required</li> <li>• Use high levels of specialist clinical reasoning to ensure timely and responsive management of referrals and waitlists, in collaboration with the team as required</li> <li>• Evaluate the distribution of workloads, developing systems that respond to changes in clinical demands as required</li> <li>• Document in the medical history consistent with relevant Bendigo Health procedures and departmental requirements</li> <li>• Complete required program reporting and statistical records for client – related and other activities within specified timeframes.</li> <li>• Demonstrate specialised knowledge and sensitivity to ethical and cultural issues and vulnerable population groups and integrate this into practice.</li> </ul> |
| <b>2. Collaborative practice</b>              | <ul style="list-style-type: none"> <li>• Work collaboratively with clients, their families and other stakeholders to establish a client focused multidisciplinary management plan, consistent with professional standards of practice and evidenced based practice</li> <li>• Work collaboratively with the multidisciplinary team to deliver safe client-focused care, providing high levels of specialist knowledge to health professionals and agencies internal and external to Bendigo Health regarding clinical management</li> <li>• Provide clinical handover to ensure client care is maintained</li> <li>• Facilitate the smooth transition of clients through the health care system, collaborating and liaising with relevant services to ensure continuity of care for individual clients and their families.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>3. Quality, innovation and improvement</b> | <p><b>Innovation and change</b></p> <ul style="list-style-type: none"> <li>• Proactively seek opportunities to work with clients and colleagues to develop practical and creative solutions to workplace problems</li> <li>• Initiate, lead and contribute constructively to evidence based clinical care, new ideas or change processes within the organisation</li> <li>• Generate healthcare strategies/innovations that improve delivery of evidence based healthcare to clients.</li> </ul> <p><b>Quality improvement and research</b></p> <ul style="list-style-type: none"> <li>• Manage and lead quality improvement and research initiatives</li> <li>• Support and mentor other staff in the implementation and delivery of quality or research activities</li> <li>• Lead the translation of evidence into practice, including identifying clinical practice gaps, implementing and evaluating evidence based care</li> <li>• Use highly specialist knowledge to assist in the development of relevant unit business and quality plans, policies and protocols,</li> </ul>                                                                                                                           |

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|                                    | <p>underpinned by best available evidence, data analysis and client feedback.</p> <p><b>Safety and risk management</b></p> <ul style="list-style-type: none"> <li>• Carry out compliance and improvement against the key elements of quality, safety and accreditation requirements as directed</li> <li>• Observe safe working practices and as far as able, protect own and others' health and safety</li> <li>• Lead and contribute to designated evaluation of service provision and risk management and assist in modification of service delivery practices in line with current evidence-based practice, data analysis and customer feedback.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4. Professional conduct</b>     | <ul style="list-style-type: none"> <li>• Demonstrate highly developed oral and written communication skills</li> <li>• Recognise issues that may lead to conflict, constructively addressing issues as they arise, and where required escalating for advice and resolution in line with Bendigo Health procedures and values</li> <li>• Act to resolve complex issues by achieving common understanding on diverging interests, and mediating conflict situations as necessary</li> <li>• Display professionalism and highly-developed interpersonal skills</li> <li>• Demonstrate understanding of own personal and professional limitations, as well as the multidisciplinary team's scope of practice, and escalate as required</li> <li>• Adhere to profession specific standards of professional practice</li> <li>• Participate or lead in discipline and program working parties, expert advisory committees or external forums, as directed</li> <li>• Assume responsibility for relevant administrative portfolios or leadership roles as required</li> <li>• Work with operational and professional managers, or their delegates, to ensure that adequate time is allocated for non-clinical responsibilities such as participating in and providing clinical supervision, education, quality improvement and research, delegated portfolios, and attendance at meetings and committees.</li> </ul> |
| <b>5. Learning and Development</b> | <ul style="list-style-type: none"> <li>• Participate in clinical supervision in accordance with the Allied Health Clinical Supervision protocol</li> <li>• Model a commitment to lifelong learning and evidence-based practice by identifying knowledge gaps and developing education plans for individuals and teams</li> <li>• Provide professional development or facilitate teaching opportunities to staff within clinical areas of highly specialist knowledge</li> <li>• Use self-reflection techniques effectively to enhance care provision and promote and lead reflective practice</li> <li>• Complete all mandatory training and professional development requirements</li> <li>•</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Key Selection Criteria

### Essential

1. **Qualifications** – A degree or equivalent tertiary qualification in an Allied Health discipline

2. **Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, and the ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document
3. **Experience** - At least 7 years' experience relevant to an oncology survivorship setting and strong understanding of cancer survivorship care needs,
4. **Specialist knowledge** - Demonstrated high level understanding of contemporary practice and principles and evidence based service delivery models for survivorship in an oncology setting including barriers and challenges to accessing appropriate services.
5. **Project Management** – Demonstrated experience in project management, including coordinating multi-stakeholder projects or programs to achieve agreed outcomes, or the ability to apply transferable skills to such work
6. **Stakeholder Engagement** – Exceptional influencing and relationship-management skills, with a proven ability to build and maintain effective partnerships with individuals, groups, and consumers with lived experience of cancer.
7. **Planning & Organisation** – Demonstrated capacity to plan, prioritise, and organise own work and project resources within a dynamic environment of change and competing demands, and to meet project timelines
8. **Health System Knowledge** – Strong understanding of the Victorian health system, Victorian Integrated Cancer Services (VICS) and Loddon Mallee Integrated Cancer Services (LMICS)

## 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.*