

Position Description

Position Title	Bowel Cancer Nurse Coordinator
Position Number	30009467
Division	Clinical Operations
Department	Cancer Centre
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	RN Grade 4A Clinical Co-ordinator
Classification Code	YW17
Reports to	Nurse Unit Manager, Cancer Centre
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 • 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](#)

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

Bowel Cancer Australia (BCA) helps to fund Specialist Bowel Care Nurses who act as a point of contact for bowel cancer patients and their families as they navigate the health system. They are expertly trained to manage and care for patients who have a bowel cancer (also known as colorectal cancer) diagnosis.

The role of the specialist Bowel Cancer Nurse Coordinator (BCNC) is to provide coordinated care and emotional support including targeted education; and expert assistance navigating the health care system; for people affected by bowel cancer, their families and carers. and survivorship care. The BCNC will be the key contact for the patient and treatment team, guiding the individual through diagnosis and work up, the treatment plan with its related issues, and providing connections and support into survivorship with a strong focus on personal agency, health promotion and wellbeing.

The BCNC is an advanced practice nursing role that incorporates high level clinical service, care coordination, navigation support, clinical leadership, research, education and management to optimise patient outcomes. The BCNC should be available on an 'as needs' basis during acute treatment periods, with on-treatment care provided by existing nursing staff funded by local health services to deliver this as standard of care. The role will work closely with colorectal surgeons, general surgeons, medical oncologists, radiation oncologists, oncology and ward nursing, allied health, including stomal therapist, continence, BCA and regional support services, palliative care team and the Bowel cancer multidisciplinary team (MDT) to provide care aligned with the Colorectal Cancer Optimal Care Pathway (OCP).

The BCNC must. BCNCs are required to demonstrate the specialist skills, knowledge and capabilities outlined in the BCA Model of care, and complete the required professional networking and reporting responsibilities as outlined in the BCA service level agreement.

The BCNC position is 0.8 FTE, for a maximum fixed term contract of 36 months. The BCNC will be based within the Cancer Centre, providing a service four days per week 8.30 – 5pm. Operationally, the role will report to the Nurse Unit Manager.

Responsibilities and Accountabilities

Key Responsibilities

Patient Centred Care

- Acting as a central point of contact for the patient to access services in hospitals and the community, to ensure continuity of care.
- Conduct comprehensive assessments and screenings for clinical and supportive care needs of bowel cancer patients at specific intervals throughout their treatment journey. Using the agreed tools.
- Plan, coordinate and provide bowel care management and support across the surgical, medical oncology, radiation oncology, follow-up/survivorship, and palliative care settings, where appropriate.
- Early referrals to support services based on patient needs, preferences, that are age appropriate, culturally safe, and sensitive to family and carers needs.
- Coordinate appointments to best achieve optimal health outcomes and reduce burden on the patient and family.

- Maintain accurate records of nursing assessments, actions, and outcomes.
- Participate in activities that contribute to reducing the risk of developing bowel cancer and that promote early detection of bowel cancer.
- Follow up of patients with complex needs. Stomal therapy support as required.

Care Coordination

- Collaborate and effectively communicate with all service providers. Communication with treating medical team.
- Develop and implement structured referral pathways to enable timely and appropriate referrals across the care continuum to allied health and supportive care service providers. Facilitate the involvement of the patient as a partner in the development of their care pathway.
- Facilitate referrals to ensure prompt and thorough assessment and recognition of the present and potential emotional, psychological, physical, and practical requirements of patients diagnosed with bowel cancer and their families and/or caregivers.
- Assist patients to access supportive care services in their regions taking into account physical, psychosocial, information and spiritual needs.
- Referrals onto Psychologist, Social Worker, Physiotherapist, Occupational Therapist, Dietitian, Stomal Therapy Nursing staff or Palliative Care services as needed.
- Patient advocacy highlighting issues and questions to raise with the medical team.
- Attend bowel cancer multidisciplinary team meetings, advocating for patients, their families and care givers by ensuring continuity of care between healthcare professionals and across setting of care delivery.
- Work towards a reduction in avoidable inpatient admissions through the application of advanced clinical nursing knowledge, skills, and experience.
- Ensure accurate documentation of referrals, care pathways and patient progress.
- Linkage to support groups such as Bowel Cancer Australia's Peer-to-Peer Support Network www.bowelcanceraustralia.org/buddy and "The Movement- Wellness Beyond Diagnosis" Facebook group www.bowelcanceraustralia.org/the-movement-wellness-beyond-diagnosis

Provision and co-ordination of care includes the assessment, planning, implementation, and evaluation of care for people affected by bowel cancer from diagnosis, and across the survivorship continuum. The BCNC plays a vital role in supporting people and their families at diagnosis, actively following up to provide ongoing survivorship assessment and care.

- Participates in health promotion and advocacy activities that increase knowledge and awareness of bowel cancer.
- Effectively provides safe and effective management of bowel cancer and ensures access to a range of services and tailored survivorship interventions to meet the multiple healthcare needs of those affected.
- Identifies, validates and prioritises potential and actual survivorship needs, supporting the planning and coordination of care across the survivorship continuum.
- Provides comprehensive and tailored information and education in a co-ordinated manner to achieve optimal health outcomes, reduce distress and promote personal agency.

Patient Education

- Provide evidence based specialised bowel care education, information and support to patients and carers regarding their treatment, planned outcomes and care delivery program.

- Empower patients to engage in care decisions and self-management based on their preferences and available resources. Ensure they have access to relevant information for informed decision-making.
- Provide consistent and timely education and information to patients and families.
- Provide specialist knowledge, advice, and explanation of information on diagnosis, treatment, and side effects.
- Interpret communication to patient and family members from culturally and linguistically diverse backgrounds.
- Collect and interpret data to enhance the patient experience and overall satisfaction with treatment provided.
- Increase patient education by empowering patients to complete Patient Reported Experience Measures (PREMs) and Patient Reported Outcome Measures (PROMs).
- Support patients to access Bowel Cancer Australia's resources and information booklets: shop.bowelcanceraustralia.org/
- Provide support with survivorship education, the correct surveillance pathway and healthy living promotion post cancer diagnosis and treatment. According to "Bowel Cancer Survivorship Care Plan".
- Participate in community engagement activities such as bowel cancer support groups and other community groups.

Education, Collaborative and Therapeutic Practice

- Demonstrate thorough and advanced knowledge of the pathophysiology and evolution of bowel cancer, as well as current information about bowel cancer treatments across the care continuum and the short- and long-term impacts of bowel cancer and its treatments.
- Offer expert clinical guidance and leadership on evidence-based bowel care services to nursing staff, allied health professionals, and all members within the multidisciplinary team.
- Delivery of teaching sessions educating individuals or groups of nursing and other health professionals.
- Providing advice and mentorship to nursing colleagues and others involved in cancer care to promote optimal standards of care.

Quality Improvement and Research

- Contribute to quality improvement activities aimed at improving outcomes for people affected by bowel cancer.
- Practice within an evidence-based framework and contribute to the development of evidence for practice.
- Actively participate in policy and procedure review.
- Facilitate quality patient outcomes in accordance with National Safety and Quality Health Service Standards (NHSQS), professional standards and organisational policies and procedures.
- Maintain metrics databases and report on these, as directed.
- Patient Reported Experience Measures (PREMs) - My Colonoscopy allows patients to report what the colonoscopy experience was like highlighting what works well and what needs improvement: www.bowelcanceraustralia.org/my-colonoscopy-experience
- Patient Reported Outcome Measures (PROMs) - My Bowel Cancer, My Voice a free, online tool that helps patients to be active participants in decision-making about bowel cancer treatment and care: www.bowelcanceraustralia.org/my-bowel-cancer-my-voice

Professional Development

- Embrace continuing professional development to ensure practices that incorporate best available evidence and emerging developments in specialist bowel cancer nursing and care.
- Meet with Clinical Services directors and department heads to discuss initiatives in patient care for bowel cancer patients and organisational goals of care.
- Participate in Bowel Cancer Australia charity promotions, publicity and education sessions.
- Professional Development activities including attending conferences, academic study, professional coaching and mentorship.
- Clinical Activity Reporting and Service Development Reporting.

Key Selection Criteria

Essential

1. (a) Registered Nurse with at least five years post registration experience, ideally in bowel cancer, surgical or oncology nursing (current registration with AHPRA)
(b) Post graduate qualification in oncology nursing or equivalent or be willing to work towards
2. Demonstrated relevant advanced level of skill in cancer or surgical management nursing
3. Demonstrated effective communication and interpersonal skills in a multidisciplinary context
4. Ability to work effectively as a team member
5. Proven leadership qualities
6. Demonstrated analytical and problem-solving skills
7. Evidence of participation in and commitment to quality improvement processes and best practice principles

Desirable

8. Patient teaching experience
9. Competence in the use of relevant information technology
10. Member of relevant professional bodies (e.g., Cancer Nurses Society of Australia, Clinical Oncology Society of Australia).

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.