

Position Description

Position Title	Registered Nurse - Fertility Clinic
Position Number	30009820
Division	Clinical Operations
Department	Women's Health Clinics
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Assoc Nurse Unit Manager Y1 – Y2
Classification Code	YW11 - YW12
Reports to	Nurse Unit Manager, Women's Health Clinic
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](#)

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 the Fertility Nurse is to work both independently and within a multidisciplinary team to provide specialised ongoing clinical care and support to patients and their partners who are undergoing fertility treatment.

Responsibilities and Accountabilities

The Fertility nurse is responsible for the safe and effective management of patients navigating the Public Fertility Care Service. The nurse works independently whilst being supported by The Royal Women's Hospital to care for patients across services.

Key Responsibilities

- Being aware of and working in accordance with the Bendigo Health's strategic direction, policies, procedures, clinical practice guidelines and work instructions.
- Coordination and management of quality nursing care for patients undergoing fertility treatment.
- Collaborating with medical and other health professionals as determined by the patient's care needs.
- Adhering to RTAC standards at all times.
- Completing annual clinical competencies and mandatory training.
- Appropriate assessment, planning, implementation, documentation, prioritisation and time management.
- Being an active team member and providing assistance and support to colleagues when required.
- Continually monitoring and evaluating processes to ensure best practice.
- Attending and participating in team meetings and other service meetings as required to ensure maintenance of communication and information exchange within the unit.
- Use of Bendigo Health's electronic patient record (EPR) where required to fulfil the duties of this position.

Key Selection Criteria

Essential

1. Current registration with AHPRA (Australian Health Practitioner Regulation Agency) as a Registered Nurse.
2. Experience in fertility nursing, including cycle management and medication administration knowledge.
3. Demonstrated commitment to a multidisciplinary team approach and ability to support collaboration by a range of professionals in providing care to meet the individual needs of infertility patients.
4. Demonstrated high level of verbal written and electronic communication skills.
5. Ability to plan, prioritise, and manage time effectively.

6. Well-developed computer skills and understanding of the use of patient management computer programs.

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.