

# Position Description

Position Title	Project Manager – Northern Mallee Cancer Service Improvement & Engagement
Position Number	30025654
Division	Clinical Operations
Department	Cancer Centre - Loddon Mallee Integrated Cancer Services
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification Description	Administration Grade 5
Classification Code	HS5
Reports to	Manager, LMICS
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## The Loddon Mallee Integrated Cancer Services Team (LMICS)

The Loddon Mallee Integrated Cancer Service (LMICS) is the cancer service improvement network for the Loddon Mallee region. It is funded by the Department of Health to implement improvements in cancer systems and to support and facilitate improvements in the integration and co-ordination of cancer services with our 23-member health services. Bendigo Health is the host organisation for LMICS.

There are nine ICS in Victoria, including LMICS. The state-wide cancer service improvement network is called VICS [The VICS – Victoria's cancer service improvement network](#). All ICS have an important role in the implementation of key aspects of the Victorian Cancer Plan.

LMICS are not a direct provider of services rather facilitate system development and service improvement by supporting local and regional services. As a region-based network, LMICS are governed by a Governance Committee comprised of key Executive health service stakeholders and consumers. The governance of LMICS is further underpinned by a Memorandum of Understanding with member health service providers across the region.

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700-bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition, more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## **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

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## **The Clinical Operations Division**

The Clinical Operations Division encompasses acute and mental health services with a focus on excellent care, every person, every time. We provide a wide range of general medical, surgical and speciality services including oncology, cardiology, renal, emergency, women's and children's, critical care, specialist clinics and mental health services.

Within a state of the art hospital, the team provides high quality services using the latest technologies. Our eleven operating theatres (including 2 endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

Each year our onsite specialist clinics provide almost 95,000 occasions of service; we also see more than 52,000 people in our emergency department and welcome around 1400 babies into the world. The Clinical Operations Division assists with the admission of more than 49,000 patients into the hospital each year.

## **The Position**

In May 2021, LMICS engaged management consulting firm, Impact Co. to develop a Cancer Model of Care for the Mildura region. To inform the Model of Care (MOC), Impact Co. completed a regional analysis of cancer in the local Mildura region and consulted with staff, patients, and carers about their experiences of cancer care in the local region. As part of the project implementation and sustainability, LMICS established a Northern Mallee Region Cancer Advisory Group (NMRCAG) made up of key stakeholders across the cancer care system in the Mildura region which has been successfully operating and strengthening scope since 2023.

The NMRCAG has taken carriage of the eight MOC Enhancement Opportunities in order to continue enhancing high quality and well-coordinated cancer care for people in the Mildura region to result in better

outcomes and improved experiences. The Model of Care focuses on the following key areas: improved system integration, well defined referral pathways, multidisciplinary care, better information provision to consumer and local general practitioners and increased navigation support for patients and carers.

A recent strategic review workshop with the NMRCAG confirmed there is strong commitment and engagement from key cancer providers in the region to continue with the work related to the enhancement opportunities, with the LMICS Project Manager providing key secretariat support and follow up for the group. In addition, the need exists for further expanding LMICS cancer service improvement support at an individual member service level, consistent with priorities in the Victorian Cancer Plan.

## Responsibilities and Accountabilities

### Key Responsibilities

The LMICS Project Manager in partnership with the 'Northern Mallee Regional Cancer Advisory Group' and in collaboration with the LMICS team in Bendigo, will be responsible for the implementation of the Mildura Cancer Model of Care Enhancement Opportunities. The role will:

- Work with LMICS and the NMRCAG to continue planning and delivering the MOC Enhancement Opportunities
- Provide administrative and strategic support to the NMRCAG pertaining to implementation activities and co-ordination of advisory group meetings and associated functions such as minutes/reports etc
- Contribute to coordinating activities across cancer service organisations to assist in the broader implementation and evaluation of the Enhancement Opportunities as well as request input from other agencies/entities as identified and required.
- Produce and/or review reports when required and provide timely feedback to the NMRCAG on enhancement opportunity implementation progress.
- Engage with LMICS member health services and other key stakeholders in relation to additional local cancer service improvement opportunities such as data requests, grant applications and appropriate local cancer related events/initiatives
- Actively link in with other members of the LMICS teams via regular virtual team meetings, collaborative project engagement and quarterly face to face meetings in Bendigo

Employees are required to carry out lawful directions outlined above or delegated to them.

### Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Tertiary degree qualifications in health, public health, health promotion, social sciences or a related clinical discipline.
2. Project management skills with a demonstrated awareness of barriers and enablers for cancer service improvement and an ability to lead and collaborate with rural and regional stakeholders
3. Demonstrated leadership within a cross-sector collaborative environment, including facilitation, working group support, stakeholder engagement, project oversight, implementation and administrative support
4. Exceptional influencing and relationship management skills including the ability to demonstrate cultural sensitivity alongside developing and maintaining strong collaborative partnerships with individuals and groups.

5. Well-developed interpersonal skills, incorporating written and verbal communication, negotiation, facilitation and problem solving.
6. Capacity to plan, prioritise and organise own work and project resources in an environment of change and competing demands.

## Desirable

7. A good understanding of specialist cancer services and stakeholders and how they operate in the Northern Mallee region
8. Experience with a range of project methodology frameworks and supporting IT systems

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Drivers Licence** A current Victorian driver's licence is required for this position, to visit health services outside of Mildura and attend quarterly meetings in Bendigo.

*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.*