

Position Description

Position Title	Cancer Nurse Coordinator
Position Number	30009467
Division	Clinical Operations
Department	Cancer Services
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Registered Nurse G4A
Classification Code	YW17
Reports to	Nurse Unit Manager – Cancer Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Immunisation Requirements

BendigoHealth

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 Clinical Cancer Nurse Coordinator will support the Nurse Unit Manager with the clinical management of the Cancer Centre, providing a senior clinical resource for nursing teams. The Clinical Nurse Coordinator will have a significant education role supporting patients, families, nursing staff and the wider multidisciplinary community, both locally and across the region. The role will also be a lead in managing central venous access devices (CVAD's), including peripherally inserted intravenous catheters (PICC lines).

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.

Bendigo Health offers a supportive work environment that assists staff in understanding their work-related responsibilities.

Responsibilities and Accountabilities

Key Responsibilities

- Develop and implement educational activity for the Cancer Centre including maintaining an annual educational calendar which reflects departmental needs and the organisations strategic plan.
- Knowledge of other sources of education opportunities within Bendigo Health and external providers. Knowledge of simulation and other relevant training equipment.
- Management of central venous access devices, including PICC line insertion.
- Provides clinical support, mentoring and guidance to new and less experienced nurses in the Cancer Centre
- Assist in the development and maintenance of policies, protocols and guidelines relating to clinical management of Cancer Centre patients, ensuring documents are evidence based and compliant with legislation. Attend acute clinical standards meetings where approval is sought for these policies and protocols.
- Coordinate trials of new equipment as required. Review stores and equipment requirements. Attend clinical products meetings to submit trials and discuss products.
- Attend meetings relating to clinical matters in the Cancer Centre.
- Assist in the clinical area as required and as directed by the NUM.
- Assist and champion quality improvement activities, ensure all quality projects benchmark with NQSHS (V2) and are entered onto quality data base, liaise with and support Cancer Centre quality representatives in achieving this. This includes internal audits & incident reviews.
- Provide support to Nurse Unit Manager in reviewing, identifying and analysing risks within the Cancer Centre associated with incidents, complaints and clinical reviews
- Assist Nurse Unit Manager and Quality Consultant regarding accreditation issues and priorities.
- Participate in the annual PDR process for clinical nurses.
- Ensure all new staff properly orientated to the Cancer Centre. Ensure orientation manual and clinical guidelines are current.
- Ensure pertinent resources are available for each Cancer Centre nurse to ensure their own professional obligations are fulfilled.

- Identify staff requiring clinical support and facilitate preceptorship/mentorship of these staff from the Cancer Centre mentoring and leadership tree.
- An understanding of Bendigo Health's staff welfare options to refer staff following exposure to critical incidents where necessary.

Research

- Support clinical trials and participate in research projects where appropriate

Key Selection Criteria

Essential

1. Current registration as Registered Nurse with the Australian Health Practitioner Regulation Agency. Nursing and Midwifery Board Australia.
2. Post graduate qualifications, or working towards in Cancer Nursing.
3. Specialist expertise in cancer nursing with recent experience
4. Expert CVAD and PICC line management, including insertion competency
5. Comprehensive knowledge of the ANMC competency standards and codes of practice
6. Demonstrated commitment to ongoing professional development of self and others
7. Understanding of Cancer Centre and Bendigo Health Strategic Plan and KPIs
8. High level of self-confidence and ability to interact and communicate with a diverse range of people at all levels
9. Demonstrated awareness of current issues and trends in relation to clinical practice and education in cancer nursing
10. Sound understanding of the National Quality Health Care Standards and ability to develop/facilitate, implement and evaluate education/training 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.