

Position Description

Position Title	Haematology Nurse Co-ordinator
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

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 Haematology Nurse Co-ordinator (HNC) will provide co-ordination of care, support and education to patients with a haematological diagnosis within Bendigo Health.

The HNC will work closely with visiting Haematologists, Haematology registrar, Medical Oncologists, Oncology Nurse Practitioner, Oncology nursing staff and allied health teams to ensure that high level patient care needs are met promptly and managed in accordance within Bendigo Health policies and procedures. The HNC would guide the patient to information and services to support, promote and foster independence and patient centred care.

This role would be pivotal in the Bendigo multi-disciplinary team meeting whilst also fostering links with the metropolitan hospitals. Co-ordination of clinical information sharing in a timely manner will ensure better patient outcomes.

The HNC will act as a patient advocate and will play a lead role in service provision for patients with haematological malignancy including research projects, clinical audits and utilising outcomes to further develop cancer services and improve patient outcomes and satisfaction.

The HNC would be situated within the Oncology Unit working closely with the chemotherapy unit, oncology specialist clinics and the inpatient wards within Bendigo Health. The role will report to the Nurse Unit Manager – Cancer Services.

Responsibilities and Accountabilities

Key Responsibilities

Care Co-ordination

- Assess supportive care needs and provide comprehensive education and counselling to patients diagnosed with a haematological malignancy, and at clearly specified intervals during their disease course
- Direct liaison with and work alongside Haematologists (visiting), Haematology Registrar, Medical Oncologists, Oncology Nurse Practitioner and oncology nursing staff.
- Within the haematology outpatient clinic, ensure patient review and follow up care requirements are met. Assist haematologists and medical oncologists and ensure patients are up to date with appointments, ensure medical imaging and pathology investigations are booked and followed through
- Co-ordinate services to ensure specific needs of new patients; patients in active treatment and patients undergoing surveillance with a haematological malignancy are met, including information, psychosocial support, practical and multicultural issues
- Using innovative technology such as telehealth links
- Assist in the co-ordination of Bone Marrow Transplant patients when required in close liaison with metropolitan services.
- Ensure appropriate discharge planning procedures are followed for Bendigo Health inpatients with haematological malignancy
- support clinical trials in haematological malignancy at Bendigo Health

- Attend and participate in relevant unit and multidisciplinary meetings
- Ensure patient care standards meet professional, organisational, legal and ethical requirements

Education and clinical leadership

- Co-ordinate resources, support and development opportunities for staff involved in the care of patients with a haematological diagnosis
- provide co-ordination of care, support and education to patients and staff within Bendigo health and Loddon Mallee region
- Ensure annual mandatory competencies are completed and CPD requirements are met
- Become a member of appropriate professional groups (HSANZ and CNSA) and attend appropriate conferences and educational opportunities
- Become responsible for review and updating of nursing policies and Procedures for haematological malignancy at Bendigo Health
- Oversee review (and implementation) of Bendigo Health's MDMs against the Quality Framework, it is preferred that this is led by a clinical staff member with experience in cancer care.
- Perform a gap analysis of the critical timeframes mapping patient care against Optimal Care Pathways.

Research

- Support haematological based clinical trials and research projects within Bendigo Health
- Conduct and/or actively contribute to quality improvement activities within the Cancer Centre, Bendigo Health.

Key Selection Criteria

Essential

Qualifications / Certificates / Registrations

1. Registered Nurse with at least four years post registration experience in clinical haematology nursing
2. Post graduate qualification in oncology/haematology nursing or equivalent or willingness to study

Specialist Expertise and Knowledge

3. Demonstrated ability to provide high-quality, evidence-based nursing care to patients.
4. Demonstrated clinical leadership, professional role modelling, collaboration, and ability to work effectively within a multidisciplinary team and independently.
5. Previous experience in care coordination, preferably within haematology.
6. Experience in providing education and support to patients, carers, the community, and health professionals.
7. Experience supporting clinical trials within a systemic anti-cancer treatment setting.
8. Demonstrated ability to lead and implement change through innovation, influencing, negotiation, and persuasion.

9. Highly developed interpersonal, verbal and written communication, time management, organisational, and planning skills.
10. Commitment to ongoing professional development, with computer literacy and the ability to adapt to change, technology, and continuous improvement.

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.