

# Position Description

<b>Position Title:</b>	Haematology Support Nurse
<b>Reports to:</b>	Nurse Unit Manager
<b>Department:</b>	Oncology
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	A3102
<b>Code &amp; classification:</b>	Registered Nurse Grade 4B (YX11-YX12)
<b>Employment conditions:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 and to the GV Health Policies and Procedures (and as varied from time to time).

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The role of the Haematology Symptom and Support Nurse (HSSN) at Goulburn Valley Health (GVH) will be to work in partnership with both internal and external health care providers in order to optimally manage the needs of haematology patients within the Goulburn Valley Health Catchment. The Haematology Symptom and Support Nurse (HSSN) will become a point of contact and key advocate by providing coordinated, evidence based, interdisciplinary, seamless and patient focused nursing care and the role will have a strong focus on management and support of haematology patients with education, supportive care assessment and referral.

The Haematology Symptom and Support Nurse (HSSN) will work in partnership with the GVH Clinical Haematologists and St Vincent's Haematology to explore, develop and implement evidence based & patient focused model of care and pathways that are relevant and appropriate improvements on current practice.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to the following:**

- Hold accountability for own activities & seek guidance and support from appropriate employees when limited by own skills and experience.
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Act as a primary clinical resource for Haematology patients in the provision of quality, culturally sensitive patient care in partnership with patients and their significant others, other members of the multidisciplinary team, GPs and community care providers
- Demonstrate a sound knowledge of the clinical functions of Haematology malignancies to ensure maintenance of clinical standards and optimal patient outcomes are based on best practice principals.
- Manage and coordinate the supportive care needs of haematology patients

- Contribute to the development of clinical process models such as care mapping and clinical pathways for patients with Haematological malignancies.
- Monitor haematology admissions and liaise with consumer, interdisciplinary team and external health care providers to ensure optimal patient outcomes
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to Goulburn Valley Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Attend St Vincent's Haematology MDMs where applicable to ensure effective communication between health care providers

### **Provide quality and safe clinical care for consumers**

- Develop structured pre-chemotherapy education to be delivered to consumers and families. This will include expected adverse effects, education regarding early management and initial self-management
- Promotion to local health services, general practitioners and other consumers the service. The nurse led triaging will enable prompt management within the local health service when required
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and Goulburn Valley Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

### **Develop and maintain collaborative relationships with all disciplines**

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

### **Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes**

- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.
- Maintain current knowledge of clinical practice

### **Commit to ongoing professional development of self, other employees and the profession**

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by Goulburn Valley Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Required Registration(s):**

- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse
- Relevant post graduate qualification in cancer care, cancer nursing or relevant experience or willingness to complete post graduate studies in cancer care nursing

### **Essential:**

- Relevant experience in advanced practice with respect to management of haematological malignancies
- Demonstrated ability to deliver quality patient care
- Experience and demonstrated ability in the provision of counselling and supportive care
- Demonstrated project management, organisation and planning skills
- Demonstrated commitment to total quality management and improved health care outcomes
- Demonstrated ability to work in and with a multidisciplinary team
- High level verbal and written communication skills
- Computer Literacy at intermediate level for Microsoft applications
- High level interpersonal and organisational skills
- Demonstrate commitment to developing and improving personal education skills appropriate to the position

### **Desirable:**

- Demonstrates knowledge of health care education
- Experience in the development and delivery of education programs to clients, carers, the community and health professionals; and
- Knowledge of research methodology and ability to undertake research.

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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful achievement of:**

- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

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## **ALL GV HEALTH STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
  - Develop and maintain collaborative relationships with all other teams and professionals;
  - Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
  - Contribute to organisational quality and safety initiatives;
  - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
  - Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
  - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
  - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
  - Comply with the principles of patient and family centred care;
  - Not smoke or vape on GV Health premises;
  - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
  - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
  - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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Clinical Operations	Haematology Support Nurse
<b>Reviewed by:</b>	Nurse Unit Manager - Oncology
<b>Issue Date:</b>	December 2025

## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

**The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:**

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)