

Position Description

Position title	Clinical Ethics Co-ordinator
Department / Division	Children's Bioethics Centre
Classification	Grade 4 Year 1 to Grade 4 Year 5(A041-AO45)
Position reports to	Operational: Academic Director, Children's Bioethics Centre Professional: Clinical Director, Children's Bioethics Centre -
No. of direct & indirect reports	Nil
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is *a world where all kids thrive*.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

The Children's Bioethics Centre provides the Clinical Ethics Service for RCH staff, supports RCH executive with ethical advice, contributes to building capacity in bioethics at RCH through education, and conducts world-class research. The CBC Clinical Ethics Service provides support for staff in ethical aspects of decision-making about patient care, by

offering a number of services, including individual confidential advice, formal documented clinical ethics case meetings, with a multidisciplinary team or in a Clinical Ethics Response Group meeting, and ethics/moral distress debriefs.

ROLE PURPOSE

The Clinical Ethics Co-ordinator supports the CBC team to deliver the Clinical Ethics Services and the clinically-focused parts of the Ethics Education program. The main purpose of this role is to support and co-ordinate the activities of the Clinical Ethics Service at RCH, in order to ensure that the service runs efficiently and effectively, and that accurate and comprehensive records are maintained for the purposes of transparency and accountability. The role supports the Directors of the CBC in internal reporting and ensuring the service meets its KPIs, and supports the clinical ethicists to responding to referrals and requests for assistance in a timely and effective fashion. The role therefore plays a key part in achieving the CBC goals of promoting sound ethical decision-making in complex and challenging patient care situations, and recognition and appropriate valuing of the voice of young people in the delivery of care. The CBC ultimately supports the RCH strategic goals of being a leading paediatric academic hospital, and providing an integrated paediatric service system.

KEY ACCOUNTABILITIES

Administration

- Co-ordinate administration workflow from start to end of each clinical ethics referral, using the referrals spreadsheet/database, to ensure optimal outcomes within prescribed timelines
- Create and implement rosters for CBC staff
- Co-ordinate meeting times, book meeting rooms, distribute meeting agendas and minutes
- Office administration tasks as needed, including ordering equipment and stationery, maintenance of records, desk allocation for visitors etc

Team work

- Demonstrate active team membership by building and maintaining collaborative relationships with CBC staff, and responding to requests for assistance so that staff time is used effectively and efficiently
- Support the equitable distribution of workload across the MWU by accepting additional ad hoc tasks within scope of role and/or re-prioritising workload, upon request.
- Actively participate in and contribute to team meetings, and other meeting forums (as required).
- Work under routine supervision to general direction.

Stakeholder management

- Build and maintain relationships with stakeholders, especially clinicians who are users of the clinical ethics service
- Respond promptly and professionally to contacts from stakeholders

Quality

- Initiate and guide regular review of administrative and clinical ethics program processes
- Assist in monitoring and reporting on key performance indicators, by working collaboratively with other CBC staff to gather and record information, so that the work of clinical ethics service is fully documented, for the purposes of accountability, reporting and transparency

- Ensure the privacy and confidentiality of any sensitive information accessed in the context of the role.
- Adhere to agreed document management and cyber-security practices (including aligned regulatory/legislative requirements).
- Actively participate and contribute to continuous improvement and continuing education opportunities

QUALIFICATIONS AND EXPERIENCE

Essential:

- Several years' experience in the field or a qualified tertiary graduate in bioethics or a related discipline
- Understanding of clinical ethics, and how clinical ethics services function in a hospital environment
- Excellent written and oral communication skills

KEY SELECTION CRITERIA

- Advanced understanding of bioethics, as evidenced by relevant tertiary qualifications, preferably postgraduate, and other indicators
- Understanding of, commitment to, and preferable some experience in the role of clinical ethics service in hospital
- Excellent organisational and planning skills
- Excellent verbal communication, interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Ability to handle confidential and sensitive information with discretion
- Demonstrated ability to work actively and collegially in a team
- Demonstrated ability to work independently, under general supervision, and seek guidance when appropriate

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

26th August 2025