

Position Description

Position title	Nurse Coordinator
Department / Division	victorian Forensic Paediatric Medical Service (VFPMS) / Medicine
Classification	CLIN NURSE CONS A-B CAPR 3.1 / 3.2 (ZF4-ZJ4)
Position reports to	Operational: Medical Director, VFPMS Professional: Nurse Manager, VFPMS
No. of direct & indirect reports	N/A
Location	Monash Children,s Hospital, Clayton
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

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

Based at Monash Children's Hospital in Clayton, the VFPMS Nurse provides clinical services. The role will be performed in collaboration with the VFPMS Nurse Manager at the RCH to ensure efficient and effective utilisation of expertise and resources across both sites.

The VFPMS Nurse is the in-hours first point of contact for enquiries related to requests for a forensic paediatric medical service and will be responsible for triaging of children and young people who present with problems that might indicate abuse, assault or neglect in accordance with current VFPMS guidelines.

The VFPMS Nurse is involved with direct patient care as part of a multidisciplinary team and will also be involved with the following types of activities:

- Collaborating with health and counselling services to ensure that children, young people and their families access a broad range of health, mental health and support services available to them.
- Liaising with Child Protection and Victoria Police to facilitate communication between professionals from these organisations and health care providers.
- Being involved with direct patient care as part of a multidisciplinary team.
- Providing education to both internal and external stakeholders i.e. Child Protection services, Victoria Police – Sexual Offences and Child Abuse Investigation Teams (SOCIT).
- Assisting the Medical Director and the Deputy Director to coordinate the delivery of VFPMS services in rural and regional Victoria.

ROLE PURPOSE

The Clinical Nurse Consultant A-B is a Registered Nurse who is an advanced nursing professional who combines clinical expertise with leadership and educational skills to provide comprehensive care, support, and guidance to patients, healthcare teams, and organisations. This role requires extensive clinical knowledge, critical thinking abilities, and a commitment to improving patient outcomes through evidence-based practice.

KEY ACCOUNTABILITIES

Clinical Practice

- Provide expert clinical knowledge and skills, in the assessment and management of patients within area of specialisation
- Stay updated on current research, trends and advancement in nursing practice to enhance clinical knowledge and inform evidence-based care decisions
- Acts as a clinical resource, advisor and technical expert
- Collaborate and consult with healthcare teams, patients and families/carers to develop and implement patient care plans, ensuring the delivery of high quality, safe and efficient care

Optimising Health Systems

- Participates in multi-disciplinary meetings, working groups and committees to contribute nursing perspectives and advocate for patient and family centred care
- Promotes and supports a culture of continuous improvement with consideration of policies, regulations and accreditation standards
- Coordinates the development and review of clinical guidelines for the service using an evidenced based approach and participates in developing these across the organisation
- Use of data to extend knowledge, inform quality clinical decision making and enable improved outcomes

Education

- Develop and deliver educational programs, workshops and in-service training for nurses and other health care professionals within the service and organisation
- Facilitate the provision of relevant education and information to the family to empower them as partners in their care

- Provides culturally and cognitively appropriate healthcare education to patients and their families on conditions, treatment plans, and self-care strategies
- Collaborate with education specialists to facilitate the development, implementation, and evaluation of speciality education resources
- Maintain currency with evidence-based practices, research findings, and educational resources relevant to the specialty area

Research and Improvement

- Contribute to quality by identifying areas for improvement, collecting and analysing data and implementing evidence-based strategies
- Monitor and evaluate clinical practice and demonstrate analytical skills in accessing and evaluating health information and evidence
- Participates in projects and/ or clinical trials, collaborates for improved patient outcomes
- Translate research findings into clinical practice, contributing to the advancement of nursing knowledge and patient care outcomes

Professional Leadership

- Act as a positive role model and uphold professional conduct
- Provide leadership and guidance to nurses, promoting a positive work environment and fostering a culture of continuous improvement
- Provides active leadership to ensure the nursing profession is represented in decision making
- Attendance at, and participation in clinical supervision as a formal process of reflective practice and support
- Demonstrate nursing leadership through professional role modelling and formal mentorship

QUALIFICATIONS AND EXPERIENCE

Essential

- Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australia Health Practitioner Regulation Agency (AHPRA)
- Demonstrated commitment to ongoing personal and professional development as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP)
- Post graduate qualification in the area of practice (or willing to work towards)

Desirable

- Experience in audit / quality improvement / projects

KEY SELECTION CRITERIA

- Demonstrated advanced clinical knowledge and expertise in specialty area
- Proven ability to apply advanced clinical reasoning and critical thinking skills to complex patient care situations
- Ability to critically appraise research findings and apply evidence-based practices to improve patient care and outcomes
- Evidence of ongoing professional development and a commitment to staying informed of current evidence-based practices
- Commitment to providing patient and family centred care
- Proven ability to lead and adapt to change within a healthcare environment
- Excellent communication skills, both written and verbal, with the ability to convey complex clinical information to a diverse audience

- Proven ability to collaborate effectively with interdisciplinary teams, fostering a culture of teamwork and shared responsibility for patient care

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
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- 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

June 2025