

Position Description

After Hours Abdominal Organ Transplant Coordinator

Classification:	Clinical Nurse Consultant C
Business unit/department:	Liver Transplant Unit (LTU)
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment type:	Part-Time
Hours per week:	12 hours (x 2 6 hour shifts 1630-2300)
Reports to:	Business – Transplant Manager Professional – Chief Nursing Office Clinical Performance – Director, Liver Transplant Unit
Direct reports:	0
Financial management:	Budget: 0
Date:	September 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The After-Hours Abdominal Organ Transplant Coordinator role is responsible for the effective coordination of abdominal organ transplantation outside of the ordinary business hours of the Liver Transplant Unit (LTU). The role is part of an after-hours roster that effectively supports the required 24/7 operation of the Victorian Liver Transplant Service and the Victorian abdominal organ retrieval service to facilitate and optimise transplantation activity. The after-hours coordinator will work closely with and under the clinical direction of the surgeon and physician on-call after hours.

The position is part of an after-hours team covering the out-of-hours roster. Each after-hours period worked will commence with a shift, followed by on-call until the end of the rostered period.

Incumbents are not required to perform duties associated with this role on the hospital site; all duties of the after-hours role can be completed over the phone and there is no requirement to travel to either Austin or the site of organ donation when working after-hours.

Staff employed on the out-of-hours roster will be requested to internally cover planned and unplanned leave.

The role will deliver best-practice nursing care that meets professional, organisational, legal and ethical standards. The role will work closely with and support nurses working in-hours in the LTU, in particular the in-hours Liver Transplant Coordinator. As a clinical nurse consultant, the position will also contribute to clinical nursing service delivery and direction, clinical quality and risk and service performance and care standards within the liver transplant service, demonstrating superior consolidated clinical skill.

About the Victorian Liver Transplant Unit

Austin Health is home to the Victorian Liver Transplant Unit, which is the Statewide provider of liver transplant services for Victoria, Tasmania and parts of southern New South Wales. The LTU is part of the Division of Surgery, Anaesthesia and Procedural Medicine and is an important component of the services provided by Austin Health.

The LTU provides a 24-hour transplant coordination service for both adults and children. This involves the coordination of all aspects of the transplant surgery process, including organ acceptance, recipient selection, coordination of retrieval and transplant surgical teams and coordinating the recipient admission.

The LTU was established in 1988, performing 4 liver transplants in its first year. It is now one of Australia's busiest Liver transplant units and provides surgical services for liver transplants performed at both Austin Health and the Royal Children's Hospital (RCH). In 2018 we performed over 100 liver transplants, including 9 paediatric transplants.

The LTU is also home to the Intestinal Transplant service, which is the only intestinal transplant service in Australia. The LTU also provides the statewide abdominal organ retrieval coordination service, encompassing coordination of liver, intestinal and renal (deceased donor) retrievals.

Austin Health provides a referral, assessment and transplantation service for adult patients with end stage liver disease. A multidisciplinary team that includes surgeons, hepatologists, allied health and nursing staff manages each patient journey. LTU nurses are heavily involved in each aspect of patient care. The LTU also provides long term follow up care for patients following their liver transplant. The unit seeks to be renowned for excellence and leadership in healthcare and education.

Position responsibilities

Role Specific:

- Coordinate the surgical retrieval of donor liver and other abdominal organs and the provision of liver transplant surgery after hours (including renal-only retrievals).
- Working together with on-call surgeon and physician, ensure eligible liver transplant recipients are appropriately selected and admitted; retrieval logistics and transplant teams are coordinated for surgery in a timely manner and all aspects of transplantation after hours occur in a structured and coordinated manner consistent with the relevant policies and protocols.
- Coordinate all aspects of liver, intestine and multi-visceral transplants including:
 - Liaising with DonateLife organ donor specialist nursing coordinators (DSNCs) to obtain accurate and relevant donor information to be able to clinically assess organ suitability
 - Organising and coordinating all aspects of donor abdominal organ retrieval surgery, including transport



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- Accepting or rejecting organs in collaboration with the surgical/medical team
 - Assisting in liver transplant recipient selection and documentation of decision justification in collaboration with the surgical/medical team
 - Coordinating the recipient transplant surgery
 - Coordinating the admission of potential transplant recipients to hospital
 - Liaising with operating theatres to organise required equipment, tools and staff
 - Negotiating donor starting times in consultation with the DonateLife DSNC and facilitating optimal transplant logistics for the LTU (working with Austin theatres) and minimising risk in relation to organ preservation times
 - Coordinating all logistical aspects throughout the transplant process as required
 - Coordinating retrieval of interstate or New Zealand donor organs where these have been offered to Victoria.
- Coordinate all elements of the process involved in the retrieval of all abdominal donor organs
 - Understand processes involved in other solid-organ retrieval (eg. lung, heart) in order to effectively coordinate multi-organ retrievals that involve multiple retrieval teams.
 - Participate in any required clinical or nursing handover of activity in progress to and from the in-hours transplant coordinator.
 - Review and evaluate the processes by which transplantation occurs and identify opportunities for improved efficiency or means of maximising resource utilisation.
 - Establish and maintain timely and complete communication to all stakeholders throughout the coordination process.
 - Establish and maintain productive relationships with key internal and external stakeholders, including but not limited to DonateLife, Austin Health theatres, Liver Transplant theatre technicians and theatre nursing team, Intensive Care Unit (ICU), bed managers, Emergency Department (ED) and ward 8 West (8W).
 - Provide an expert resource for patients, staff and other internal and external stakeholders.
 - Maintain real-time and accurate donor and transplant data on the Liver Transplant database and maintain accurate clinical documentation.
 - Keep abreast of the activities of the entire liver transplant service and team, although most of the role is undertaken after hours. These may include, but not limited to:
 - Attendance at team meetings and internal / external transplant meetings as required
 - Participation in quality improvement activities and portfolio management
 - Review and maintenance of relevant policy and protocol documents as required.
 - Work collaboratively with other members of the after-hours transplant coordinator team to ensure the roster is fully covered, including planned leave cover as well as flexibility to cover unplanned leave as required.
 - Due to the unplanned nature of transplant activity all after-hours coordinators will be allocated relevant quality/service-improvement duties, to be completed during the rostered period of duty should there be no transplant coordination activity required.

Direct Clinical Care:

- Delivers high quality patient care in accordance with professional standards and Austin protocols.
- Appropriate patient information is developed and maintained.



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- To provide an expert resource for patients, families, staff and other internal and external stakeholders regarding liver and multi-visceral transplantation.
- Provide comprehensive clinical knowledge to point of care nurses through communication, role modelling, and teaching.
- Ensure escalation of clinical situation as appropriate and as per policy.
- Pre-emptively gathers relevant clinical information to support consultant decision-making.
- Appropriately escalates issues to consultant on-call to mitigate risk (clinical and logistical).
- Provides clinical nursing expertise in line with clinical standards and policies.

Education;

- Provide mentorship/coaching of new staff to the unit and for staff career development.
- Utilise and maintain professional practice portfolio to plan for future continuing education, professional development and employment goals for self and others.
- Identify and implement strategies to support staff with their learning needs.
- Actively participate in area of expertise by presenting at conferences, forums, Nursing Grand Rounds, MDM.
- Facilitate staff learning through the development of cross discipline relationships and networks.
- Maintains designated portfolio(s) as agreed with Transplant Manager, with participation in organisation-committees as discussed with manager.
- Create a culture of nursing practice where teamwork, diversity and inclusion are central to delivery of care.

Research;

- Maintains knowledge of research and emerging changes to best practice and uses this to guide clinical nursing practice in discipline-specific and related areas.
- Obtains feedback through means such as surveys to ascertain whether service standards meet stakeholder expectations and responds to any identified deficits.
- Identifies and participates in team and/or individual quality improvement initiatives as required and/or delegated.
- Create, participate and support others in the development of evidence-based guidelines.

Support of Systems;

- Acts as an expert resource to ensure that clinical standards, policies and procedures promote a patient focused model of care.
- Undertakes reviews of existing practice, policies and procedures to ensure best practice outcomes, with all local policies and procedures being current and up to date.
- Uses clinical information systems and relevant data to inform decision making and evaluate outcomes.
- Actively promote the Austin Nursing Vision and contribute to the initiatives designed to achieve the vision.



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- Lead initiatives aligned to NSQHS to drive practice improvement at the local level.
- Ensures documentation meets legal, professional and organisational standards
- Able to provide a safe workplace in the home that complies with Organisational Health and Safety standards so that all duties of the role can be undertaken safely.
- Able to negotiate retrieval and transplant surgery start times that are mutually acceptable to all stakeholders (including other transplant teams) and support high quality patient outcomes.
- Coordinates transplants in a manner that causes minimal disruption to broader hospital operations.
- Considers broader hospital environment and accurately predicts implications of decisions on all key stakeholders.

Professional Leadership

- Effectively negotiates with stakeholders to reach mutually agreeable decisions (e.g. Theatre start time, jet cost).
- Regularly updates key stakeholders to ensure all relevant teams aware of transplant activity (e.g. Theatres, surgical liaison nurses, bed managers).
- Shares knowledge and information with the team in a timely manner.
- Performs as a nursing leader, demonstrating and modelling exemplary professional conduct.
- Internal and external stakeholders are clearly communicated to in a timely and professional manner; regular communication and prompt updates overnight to minimise disruption caused by changing plans.
- Gathers relevant information, consults as appropriate and analyses situations to make informed and timely decisions meet the needs of patients, staff and the organisation.
- Prioritises tasks and makes appropriate timely adjustments to changing circumstances.
- Demonstrates an ability to make effective decisions within an agreed specified time.
- Prioritises tasks appropriately to effectively manage time-critical situations and facilitate timely and high-quality decisions regarding donor suitability and recipient selection.
- Manages and coordinates complex logistics.
- Pays close attention to detail to ensure high-quality and safe decision-making; follows through on all agreed actions.
- Manages own time efficiently and effectively to meet agreed key priorities for the department; works autonomously in an unsupervised environment.
- Able to manage multiple concurrent donor offers and transplant coordinations.
- Timely response to referrals.
- Timely maintenance of referral and donation database to ensure currency of information.
- Able to promptly adjust to changing circumstances and modify plans as required
- Proactively reports any systems and safety non-compliance and implements remedial action plans.

Selection criteria



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Essential skills and experience:

- A commitment to Austin Health values.
- Registered Nurse with the Nursing and Midwifery Board of Australia.
- Experience working in a senior clinical role (CNS or above) and proven demonstration of strong clinical acumen in a relevant clinical area.
- Demonstrated ability to work independently under the supervision of unit consultant.
- Excellent communication skills: written, verbal and interpersonal.
- Highly developed planning, organisation and prioritisation skills.
- Strong attention to detail and complete follow-through of agreed actions.
- Demonstrated negotiation, problem solving and analytical skills.
- Demonstrated ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes.
- Demonstrated ability to multi-task and respond quickly to changing circumstances
- Demonstrated ability to work with a diverse and complex professional workforce.
- Proficient in Microsoft Office applications.
- Current Victorian driver's license.

Desirable but not essential:

- Post-graduate qualification in the area of specialty and role (or working towards).
- Demonstrated clinical expertise in managing liver and multi-visceral transplant patients (pre- or post-op)
- Demonstrated clinical experience in Intensive Care patient management, emergency nursing or theatre.
- Previous organ donor care/coordination experience with demonstrated clinical acumen
- Awareness and understanding of any relevant organ donation and transplantation guidelines and legislation
- A sound understanding of information technology including clinical systems, applications relevant to the management of rostering and risk management reporting or as required for the role and/or department.
- Research, publication and public presentation experience.
- Membership of relevant specific specialty Association and/or nursing professional body

Professional qualifications and registration requirements

- Registered Nurse with the Nursing and Midwifery Board of Australia and current AHPRA registration.

Quality, safety and risk – all roles

All Austin Health employees are required to:



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- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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