

# Position Description

## Clinical Ethics Nursing Co-ordinator

<b>Classification:</b>	YX11 - RNg4BY1
<b>Business unit/department:</b>	Clinical Ethics and Decision Support (CEADS) Unit
<b>Work location:</b>	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)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
<b>Employment type:</b>	Fixed-Term Part-Time (12 months)
<b>Hours per week:</b>	4 hours per week
<b>Reports to:</b>	Head of Unit – Clinical Ethics and Decision Support Unit (CEADS)
<b>Direct reports:</b>	0
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	15/08/2025

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 CEADS Nursing Co-ordinator is responsible for the overall coordination of the CEADS Unit at Austin Health. The role supports the optimal and efficient functioning of the unit by ensuring timely and appropriate ethics guidance, comprehensive administration of education and debrief support, and effective coordination of clinical, operational, and staff ethics needs.

The Coordinator provides expert oversight of ethics referrals and education, ensuring appropriate participation and facilitating well-informed, nuanced outcomes that assist Austin Health staff in delivering ethical, patient-centred care.

The CEADS Nursing Coordinator works closely with the Head of Unit, Bioethicist, honorary staff, and external stakeholders who engage with the service. The position demonstrates advanced nursing leadership, supports data-driven decision-making and reporting, and contributes to service evaluation and research.

With the support of the Head of Unit and Bioethicist, the CEADS Nursing Coordinator provides expert nursing ethics support for nursing professionals at Austin Health through triage and consultation of nursing referrals, as well as the delivery of nursing ethics education and debriefs.

## About the Directorate/Division/Department

Following demonstrated expertise in consent, voluntary assisted dying, and the pandemic response, Austin Health funded the Clinical Ethics Lead position in July 2020 with ad hoc support from an ethicist to provide ethics leadership, case consultation, and capacity building via staff education.

In 2022, the Clinical Ethics and Decision Support Unit (CEADS) was formed in collaboration with the University of Melbourne's Department of Surgery and consists of a Clinical Ethics Lead, a Bioethicist a CEADS medical intern and an honorary informationist. The service works closely with leadership and senior clinicians across medicine, surgery and mental health and critical care to foster ethical awareness and interdisciplinary dialogue.

The CEADS Unit plays a critical role in supporting staff to navigate complex ethical dilemmas, ensuring that patient management aligns with both clinical best practice and ethical principles. By facilitating ethically informed decision-making, the service enhances patient care, reduces clinical uncertainty, and promotes confidence in challenging situations.

For highly complex cases, the service coordinates ethics-led multidisciplinary meetings involving the Clinical Ethics Response Group, a team of over 20 trained professionals. CEADS is also engaged in three externally funded research projects on ethical decision-making in occupational violence, surgical waiting lists, and student ethics education.

In an increasingly complex and resource-constrained healthcare environment, the service provides essential support to staff well-being by offering structured frameworks to address ethical challenges and mitigate moral distress. The opportunity for open ethical discussion fosters resilience, professional integrity, and a culture of reflective practice. This structured approach has been widely recognized, with hospitals across Victoria, interstate, and New Zealand seeking guidance on establishing formal ethics support mechanisms.

## Position responsibilities

The CEADS Nursing Co-ordinator holds responsibility for the coordination, and administration of the CEADS Unit at Austin Health. This role provides strategic oversight of referrals, the scheduling and delivery of education and debriefing sessions, and the facilitation of stakeholder engagement. In addition, the position leads and contributes to research initiatives (including nursing-led projects) and ensures robust data collection, analysis, and reporting to support high-quality outcomes and continuous improvement within the unit.

## Systems co-ordination and improvement

- Receive, coordinate, triage, and manage referrals to CEADS through phone, email, and Teams platforms, ensuring timely and accurate assessment of requests for ethics support.



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- Coordinate complex referral reviews, including liaising with the Head of Unit and Bioethicist, arranging meetings, and scheduling Clinical Ethics Review Group (CERG) discussions where appropriate, to support high-quality ethical decision-making.
- Maintain CEADS performance databases, including REDCap referral records, and ensure comprehensive documentation of education, stakeholder engagement, and research interactions to support transparency, audit, and quality improvement.
- Provide high-level secretariat support for the Clinical Ethics Committee (CEC), including agenda preparation, minute-taking, distribution of papers, and follow-up on action items.
- Coordinate, prepare, and produce executive reporting (e.g., quarterly reports, annual reports) with analysis and recommendations that inform service development and governance.
- Monitor and respond to the CEADS email account, ensuring timely, professional, and appropriate communication with internal and external stakeholders.
- Populate and maintain the CEADS Pulse page with up-to-date, relevant content that enhances accessibility of information for Austin Health staff.
- Ensure CEADS publications, resources, and updates are distributed to key stakeholders and shared across relevant online platforms to maximise reach and impact.
- Coordinate and contribute to major education forums, including Medical, Nursing, and Allied Health Grand Rounds, ensuring the nursing perspective is represented in ethics dialogue.

#### Driving Strategy & Change

- Contributes positively to leadership team discussions to make well-informed decisions.
- Actively participates and contributes to the analysis of workplace issues, to gain understanding of their root cause.
- Provide recommendations for improvement based on critical thinking and expertise in the coordination of clinical ethics.
- Addresses critical factors when making complex decisions and escalates accordingly.
- Participate in relevant committee processes and attend relevant meetings.
- Initiate and participate in the development of quality initiatives which measure and demonstrate best practice in clinical ethics.

#### Delivering results and outcomes:

- Displays an ability to analyse situations, think critically and make appropriate decisions in a timely manner that meets the needs of staff, organization and relevant guiding policies.
- Gathers sufficient information to make informed decisions within scope of practice.
- Undertakes reviews of unit performance and implements changes to ensure practice is in accordance with organizational standards, guidelines and external guidelines.
- Promote the work of the Unit among stakeholders.
- Demonstrates an ability to make effective decisions within an agreed specified time.
- Demonstrates ability to consult various data sources and resources both internally and externally to inform decisions and lead quality improvement initiatives.
- Implements projects, processes and systems to improve processes.
- Manages own time efficiently and effectively in line with key priorities for the unit



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## Education

### Learning from and teaching other health professionals:

- Actively involved in nursing bodies and committees, both internally and externally.
- Contributes to the discussions and presentations within the advanced nursing committee.
- Act as a resource and role model for nursing staff by contributing to formal and informal education, mentoring, and capacity-building in clinical ethics practice.

### Self-Development:

- Demonstrates a positive attitude to the agreed role and responsibility of position. Maintains and updates own professional development portfolio in line with AHPRA guidelines to demonstrate ongoing commitment to learning and best practice.
- Adapts working style as appropriate to achieve effective outcomes.
- Invites and assimilates feedback from others by active participation in own performance review process.
- Maintains and updates own professional development portfolio in line with AHPRA guidelines to demonstrate an ongoing commitment to learning and best practice.
- Comply with Austin Health mandatory training requirements and actively engage in continuing professional development to maintain advanced nursing and ethics expertise.

## Research

- Contribute to the administrative and operational requirements of unit research, including scheduling research meetings, preparing agendas and minutes, maintaining accurate research records, and coordinating communication across multidisciplinary and external stakeholders.
- Support the preparation of reports, ethics submissions, and compliance documentation, ensuring that nursing contributions to research are accurately represented and integrated.
- Actively participate in the development and dissemination of nursing-led research within CEADS, promoting a culture of inquiry and evidence-based practice in clinical ethics.
- Provide leadership and mentorship for nursing and other clinical staff involved with the CEADS unit.

## Clinical

- Provide support for the delivery of clinical ethics referral reviews, with a particular focus on nursing-initiated referrals, ensuring that nursing perspectives are incorporated into ethical analysis and recommendations.
- Coordinate, design, and deliver nursing-specific ethics education sessions, fostering reflective practice and ethical decision-making across the nursing workforce.
- Develop, compile, and disseminate nursing ethics resources, including guidelines, case studies, and decision-support tools, tailored to the needs of clinical nurses at Austin Health.

## Professional Leadership



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- Actively promote the CEADS service within Austin Health and externally, positioning the nursing role as central to the delivery of high-quality clinical ethics support.
- Build and maintain strong relationships with key stakeholders, including clinical units, referrers to CEADS, and hospital executive staff, to ensure nursing voices are heard in ethics deliberations.
- Work collaboratively with CEADS colleagues and the Clinical Ethics Review Group (CERG), contributing senior nursing expertise and leadership to support team effectiveness and strategic objectives.
- Provide mentorship, guidance, and leadership to nursing staff engaging with CEADS, supporting professional growth and the integration of ethics into clinical nursing practice.
- Demonstrates leadership in situations demanding action.
- Acts as a nursing leader demonstrating and modelling exemplary professional conduct.
- Reflects on practice in line with Austin Health values and applies these when interacting with others.
- Abides by Austin Health corporate policies and practices.

## Selection criteria

### Essential skills and experience:

- Possess a 'Can do' attitude: Keen to learn, energised to drive initiatives, receptive to feedback, motivated to improve, ability to work within a team, and communicates respectfully.
- A commitment to Austin Health values: Our actions show we care, We bring our best, Together we achieve, We shape the future.
- Interested in unit-based quality improvement activities.
- Proven ability to use data for service planning, evaluation, and quality improvement.
- High-level communication skills with multidisciplinary teams and a wide range of stakeholders
- High level organizational skills and self-motivated attitude
- High-level problem-solving skills and attention to detail
- Demonstrated experience in use of IT applications
  - Patient information systems
  - Proficiency with Microsoft 365 suite in particular excel
  - Proficiency managing data entry to REDCap Data management system
- Strong organisational, communication, interpersonal and time management skills.
- Demonstrated commitment to continuing professional development of self and others.
- Ability to work both independently and within a team
- Commitment to maintain current knowledge of procedures, policies, regulations and standards of the department and organization
- Accountability for nursing practice
- Commitment to undertake requirements of the role as varied from time to time

### Desirable but not essential:

- Previous experience in clinical ethics
- Post graduate qualification in nursing leadership or clinical ethics
- Experience in program management and coordination of complex units



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## Professional qualifications and registration requirements

- Registered Nurse registered with the Nursing and Midwifery Board of Australia

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- 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



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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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