

Position Description

Lymphoedema Coordinator

Classification:	Grade 3 Allied Health (OT/PT) or Clinical Nurse Consultant A/B
Business unit/department:	Plastic & Reconstructive Surgery
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:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Choose an item.
Employment type:	Fixed-Term Part-Time
Hours per week:	15.2
Reports to:	Divisional Manager – Cardiac Services & Specialty Surgery
Direct reports:	0
Financial management:	Budget: 0
Date:	May 2025

Position purpose

Lymphoedema is a common sequelae of cancer treatment and many other conditions, including obesity and chronic venous insufficiency. Late diagnosis and treatment leads to a high risk of recurrent admissions with cellulitis and other medical complications and can significantly affect quality of life.

The Lymphoedema Coordinator will work with the relevant stakeholders across Plastic Surgery, Cancer Services, Continuing Care and Allied Health to refine the proposed Lymphoedema Service model of care and business case, using evidence-based research and local data.

The goals of the Austin Health Lymphoedema Service are to:

- Provide a screening and surveillance program for patients at risk of developing lymphoedema e.g. post nodal dissection surgery, post chemotherapy etc.
- Provide follow up for patients undergoing immediate lymphatic reconstructive surgery in partnership with breast reconstructive services
- Assess and appropriately manage referrals for limb or truncal swelling
- Provide comprehensive, patient centered multidisciplinary care to prevent hospital

presentations and long term disability.

About the Directorate/Division/Department

The Plastic and Reconstructive Surgery Unit is part of the Surgery, Anaesthesia & Procedural Medicine Division.

It is responsible for the provision of services within the specialty to patients across Austin Health, which is situated at the Austin and Heidelberg Repatriation Campus of Austin Health.

The Unit is committed to the provision of high-quality patient care and maintains an ongoing commitment to Undergraduate and Post Graduate teaching. Also provided is a consultative service for other Units with Austin Health.

The Head of Unit is Mr Derek Neoh.

Position responsibilities

The Lymphoedema Coordinator will work with the relevant stakeholders across Plastic Surgery, Cancer Services, Continuing Care and Allied Health to refine the proposed Lymphoedema Service model of care and business case, using evidence-based research and local data.

The Lymphoedema Coordinator will be recognised as a clinical specialist in lymphoedema management. They will have consolidated skills in patient-centred assessment and intervention as well as experience in service model development.

The coordinator provides expert patient care as part of a multidisciplinary team and is expected to play a key leading role for the Austin Lymphoedema Service MDT once it is established, to support the delivery of excellent patient care.

The coordinator is a skilled teacher and mentor, who works closely with their stakeholders and professional leaders to develop others, builds capacity and ensures the workforce is equipped to meet the needs of the community today and into the future.

Role Specific:

Service Development

- Engage with key stakeholders to ensure support, engagement, commitment and involvement, including local experts.
- Undertake local and international benchmarking of lymphoedema services of comparable health services.
- Utilise benchmarking, evidence-based research and local data to further refine Austin Health's Lymphoedema Service Model.
- Further refine the business case to ensure a financially sustainable service model
- Explore fundraising initiatives with the foundation for equipment purchase and research grants

Data Collection and Reporting



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- Work with IT & EMR to establish systems and processes to support data collection for all patients referred to the Austin Lymphoedema Service – this includes incorporating clinical measurement into results section in EMR and upload clinical media (photo and videos) in EMR
- Work with the IT service/ Cerner to integrate data entry into the individual patient folder
- Demonstrate interest in research and initiatives
- Skilled in the setup of REDCap and excel for data management

Clinical Responsibilities

- Establish referral and triage guidelines for the service
- Set up appropriate referral pathways within Austin Health
- Develop clinical guidelines for the service, including baseline and ongoing surveillance.
- Pilot elements of the proposed model including:
 - Triage referrals for baseline screening and ongoing surveillance for Austin oncology patients that are at risk of developing lymphoedema
 - Coordinate and work with surgical liaison nurses regarding upcoming nodal dissection surgery across different surgical specialties unit
 - Triage and assess referral for lymphoedema assessment
 - Refer patients for lymphoedema treatment and management (will not be Austin Health service initially)
 - Perform basic assessments: Bio-impedance spectroscopy, volumetric measurement, other questionnaires, assessments as indicated.
 - Measure patient for garments and complete appropriate paperwork for funding (desirable but not essential)
 - Participate in applications for NDIS funding if appropriate

Governance and Teaching

- Initiate and provide teaching/clinical guidance to other members of the department utilising expertise through, for example, direct teaching, team meetings and continuing education forums
- Ensure processes and practices are in place to maintain high quality patient care and best practice in staff management.
- Ensure a high level of work quality for yourself and the team by monitoring work performance, modifying practices as necessary to ensure clinical care is in line with agreed standards.

Quality and risk

- Maintain an understanding of individual responsibility for patient safety, quality & risk.
- Ensure personal compliance with mandatory training requirements.
- Comply with the requirements of the National Safety & Quality Health Service Standards
- Comply with the requirements of the NDIS Quality and Safeguards Commission as required.
- Maintain a safe working environment for yourself, your colleagues, patients and members of the public. Report incidents or near misses that have or could have impact on safety
- Develop, implement and monitor goals and objectives, policies and improvement projects regarding clinical practices, service delivery and administration of clinical services
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Strive towards continuous improvement, by initiating, participating and continuously evaluating the quality and outcomes of service design and intervention
- Provide ongoing analysis, review and evaluation of the services provided to patients

Information Management

- Ensure the appropriate dispersion of information to staff



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- Record in patient medical files according to policy/ procedure and Austin Health documentation standards
- Adhere to Austin Health's policies for use of Information Technology
- Meet activity and reporting timelines for projects and committee work
- Maintain and store minutes of meetings in areas of responsibility

Selection criteria

Essential skills and experience:

- Minimum 7 years of relevant clinical experience
- Demonstrated advanced clinical skills in the management of lymphoedema assessment, intervention and complex discharge planning
- Demonstrated ability to develop and implement innovative and outcome driven service delivery with knowledge or experience in quality improvement project work, including knowledge and skills in benchmarking and data analysis
- Demonstrated ability to support health outcomes of consumers who have experienced a change in their function or health condition
- Demonstrated understanding of patient flow, prioritisation, risk management and resource allocation in a public hospital setting
- Demonstrated expertise in leading a dynamic team of clinicians with the leadership skills to engage and inspire staff
- Demonstrated ability to anticipate change, recognizes implications of change and provides leadership for the change process
- Demonstrated ability to approach challenging situations positively and proactively
- Demonstrated awareness of the NDIS and synergies with the public health system
- Willing to complete and fund NDIS Worker Screening Check if required by the role
- High level written and verbal communication skills with the ability represent your team or profession at a higher level either within or outside Austin Health
- Demonstrated history and commitment to professional development and ability to translate knowledge and evidence into practice

Desirable but not essential:

- Hold a higher degree or progressing towards higher qualification in a relevant clinical area
- Experience in the design and development of new and innovative models of care and service delivery
- Demonstrated evidence of research, publication and public presentation
- Demonstrate a working knowledge of the Victorian public health care system



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Professional qualifications and registration requirements

- Current registration with AHPRA

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



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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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