

Position Description



1. General Information

Position Title:	Endometriosis Nurse Coordinator
Division/Department:	Julia Argyrou Endometriosis Centre at Epworth (JAECE)
Position Reports to:	Research Program Manager JAECE with professional reporting line to Chief Nursing Officer
Enterprise/Individual Agreement:	Epworth HealthCare Nurses Enterprise Agreement
Classification/Grade:	Clinical Nurse Consultant C
Location:	Epworth HealthCare – All Sites
Employment Status:	Part time
Resource Management (for Management positions only)	N/A
Key Relationships - internal and external	<p>Internal:</p> <ul style="list-style-type: none">• Director of the Argyrou Endometriosis Centre at Epworth• Nurse Coordinators at JAECE• Patients, inclusive of family member(s) & visitors• Research participants and their carers and Research staff• VMOs/Specialist Medical staff• Clinical nurses in all relevant patient care areas – including day and inpatient units, outpatient departments, ward nurses, diagnostic imaging nurses, Principal Investigators, Co-investigators and associated clinical trials medical staff• Multi-disciplinary team colleagues / Internal service providers i.e. Allied health, Pathology, Imaging <p>External:</p> <ul style="list-style-type: none">• Clinical Trial Sponsor representatives from pharmaceutical companies and collaborative groups• Research nurses and data managers at other hospitals• External pathology laboratories, diagnostic imaging services, radiotherapy providers and pharmacies• Professional bodies• Sponsors and donors

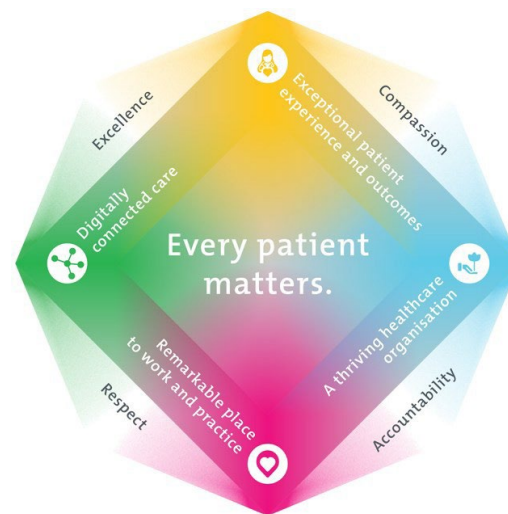
2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters. Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.
A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

The role of the Endometriosis Nurse Coordinator (ENC) is to ensure the smooth care pathway for patients within Epworth HealthCare's gynaecological services. This will be achieved by overseeing and guiding patients through their treatment journey, supporting the planning and coordination of care from diagnosis through to therapy, including the coordination of multidisciplinary treatment, peri-operative assessments and post-operative care. Working with VMO's and the wider multidisciplinary team to assist patients in navigating hospital services such as access to clinical trials, pain care clinic and allied health staff, as well as social support services such as patient advocacy groups, peer support groups and counselling.

The ENC will act as a key liaison for the patient and their family and provide counselling, education and support throughout the patient journey.

The ENC will provide leadership and clinical expertise by educating, guiding and advising members of the nursing and multidisciplinary team to ensure patients have a streamlined journey of care. This role will facilitate quality patient care and will contribute to the ongoing development and improvement of the Epworth Endometriosis Centre.

This role is a part time (0.8FTE), fixed term position (ending 30 June 2027). The ENC will work as a team with other ENC's and administrative support staff within JAECE to ensure continuity in planning and coordination of patient care.

5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Clinical Responsibilities <ul style="list-style-type: none">• Oversee the patient journey and support the planning and coordination of care and ensure ease of access and a smooth transition between points of care• Liaise closely with specialist medical officers• Provide strong leadership and clinical expertise by educating, guiding and motivating members of the nursing team and multidisciplinary team to ensure patients have a stream lined patient journey• Act as a clinical role model by ensuring the highest standard of patient care and service• Contribute to a comprehensive health assessment of patients• Contribute to Multidisciplinary team meetings from a nursing perspective in collaboration with the other multidisciplinary team members	<ul style="list-style-type: none">• Agreed clinical indicators• 100% triage of referrals within agreed timeframes• Model of Care aligns with Endometriosis Australia Standards of care• MDM participation• Clinical practice aligns with Nurses and Midwives Board of Australia National Competency Standards• 100% compliance with mandatory competency requirements• VMO/staff feedback – satisfaction surveys, complaints/compliments

<ul style="list-style-type: none"> • Advice on options for complimentary care and other specialists nursing educators/coordinators and allied health staff. Reinforcing patient education and self-care principles – this could include pain management, post operative management, mental health concerns, exercise, pelvic physiotherapy and nutrition. • Follow up of all enquiries made through the Endometriosis Centre webpage. 	
<p>Quality Improvement</p> <ul style="list-style-type: none"> • Develop and implement suitable quality activities that promote evidence-based practice • Active participation in Australian Council of Healthcare standards (ACHS) accreditation process • Challenge current practices and lead organisation change towards better patient outcomes that is seamless and collaborative. • Actively promote and lead research into best practice and innovation in endometriosis care • Work collaboratively with the JAECE team to identify appropriate patients for trial participation • Contribute to the development and growth of the Endometriosis Centre • Effectively use technology and data to assist all aspects of the role including, but not limited to, patient outcome evaluation and patient education • Ensure the documentation of care supports the delivery of quality care and achieves completeness and accuracy to support discharge coding 	<ul style="list-style-type: none"> • Quality audit outcomes • Adherence to Epworth HealthCare (EHC) policies and procedures • Actively participate in ACHS accreditation • Participate in clinical trials and quality improvement • Participate in research activities – including annual research week eg. poster submission
<p>Clinical Leadership and Management</p> <ul style="list-style-type: none"> • Actively promote JAECE internally and externally • Review performance against KPIs monthly • Facilitate and ensure quality patient outcomes are achieved within an efficient and cost-effective framework • Act as a change agent and facilitate service improvement • Demonstrate understanding of professional issues in gynaecological nursing services 	<ul style="list-style-type: none"> • Agreed clinical outcomes achieved • Evidence of service development and improvement

<p>Personal and Professional Development</p> <ul style="list-style-type: none"> • Recognise and respond to the need for professional growth and development • Evaluate personal performance and completes annual professional development plan • Complete annual and biannual mandatory training activities • Provide regular feedback to staff • Show evidence of involvement in research initiatives to support and grow JAECE • Ensure current practices are evidence based • Maintain membership of relevant professional bodies and interest groups 	<ul style="list-style-type: none"> • Annual PDP • Deliver education for staff – participate in clinical supervision • Attendance at professional development activities e.g. conferences, seminars
<p>Financial / Resource Management</p> <ul style="list-style-type: none"> • Support services and other staff in their achievement of KIs and budgets • Understand the private health environment and private health funding agreements and how they relate to the patient's care pathway 	<ul style="list-style-type: none"> • Documentation adheres to policies and procedures • Contribute to KPI and budget achievement • Achieve Length of Stay KPIs • Meet all documentation requirements
<p>Customer Service</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff. • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues • Partner with patients/carers to provide and communicate patient centred care for the patient journey from pre-admission through to discharge and follow-up care • Coordinate patient care and access to services both internal and external to the organisation • Establish and maintain relationships with key stakeholders, both within and external to the organisation 	<ul style="list-style-type: none"> • Demonstrate and role model the EHC Values and Behaviours • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Monitor patient progress and evaluate patient journey outcomes

<ul style="list-style-type: none"> Facilitate service improvement in response to feedback, i.e. patient incident, complaints/compliments, patient satisfaction, clinical indicators 	
Safety and Wellbeing <ul style="list-style-type: none"> Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan 	<ul style="list-style-type: none"> Adhere to infection control/personal hygiene precautions Implement and adhere to Epworth OHS policies, protocols and safe work procedures Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential <ul style="list-style-type: none"> Registered Nurse with Nursing and Midwifery Board of Australia Practitioners Agency (AHPRA) Post graduate qualification/experience in gynaecology, counselling, research Desirable <ul style="list-style-type: none"> Membership of relevant professional body
Previous Experience	Essential <ul style="list-style-type: none"> Gynaecological nursing – minimum 5 years clinical experience Desirable <ul style="list-style-type: none"> Previous experience in gynaecological care coordination
Required Knowledge & Skills	Interpersonal Skills <ul style="list-style-type: none"> Highly developed interpersonal skills, that demonstrate an ability to engage with the multidisciplinary team and build strong relationships with patients and their families / support members, as well as internal and external stake holders Demonstrated ability to build strong relationships to work collaboratively with peers and superiors, and to contribute to organisation wide improvement and growth Demonstrated capability for and focus on innovation through initiating and implementing improvement to service delivery, models of care, evidence-based practice and practice development Demonstrated track record of proactively providing opportunities and support for the professional development of direct reports and other team members Clinical Expertise and commitment to high quality care and continuous improvement <ul style="list-style-type: none"> Evidence of a commitment to patient/customer service, clinical governance and quality improvement Positive role model to all levels of staff in terms of commitment to the delivery of high-quality patient care

Position Description



	<ul style="list-style-type: none"> • Knowledge and understanding of the National Standards for Clinical Excellence and ACHS Accreditation Standards • Demonstrated clinical expertise in clinical advancements particularly in the specialty of the unit
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours <ul style="list-style-type: none"> • Compassion • Accountability • Respect • Excellence 	Customer Focus <ul style="list-style-type: none"> • Strong customer focus to drive holistic person-centred care to patients and provide support to carers and families • Able to develop and maintain strong relationships with current and prospective doctors (in recognition that medical consultants are important Epworth HealthCare customers) and to strengthen their confidence that Epworth HealthCare is the service of choice for them and their patients Professional Development <ul style="list-style-type: none"> • Strong advocate of self-development and personal and professional learning for self and others • Committed to the professional development of nursing staff and practices that engage and value the contributions of nurses and multidisciplinary teams • High level verbal and written skills

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
April 2021	May 2025	EMF Project Officer (April 2021) Reviewed by Kate Gillan May 2025

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____