

## Position Description

Position Title	Women's Health Clinic Coordinator
Position Number	30102761
Division	Clinical Operations
Department	Women's Health Clinics
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Associate Nurse Manager
Classification Code	YW11 – YW12
Reports to	Nurse Unit Manager Women's Health Clinics
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Clinic Coordinator for the Women's Health Outpatient Clinic provides strategic leadership and operational oversight to the nursing, administrative and allied health teams, ensuring compliance with strategic goals and access policies.

This role is crucial in ensuring the provision of safe, effective, and evidence-based clinical care for gynaecology patients, which involves monitoring patient flow, coordinating care, and performing clinical duties including participation in case conferences. The clinic coordinator is responsible for staffing and resource management, including rostering and recruitment, while simultaneously driving quality improvement initiatives, managing risk, and overseeing adherence to regulatory standards.

The position requires strong communication and liaison skills to foster collaboration across the interdisciplinary team and lead change management efforts within an environment of continuous improvement.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

#### **Leadership & Strategy**

- Provide strategic leadership to nursing and admin teams, ensuring alignment with the Bendigo Health Strategic Plan and compliance with the Specialist Clinics in Victoria – Access Policy.
- Offer operational oversight and professional role modelling to ensure optimal patient outcomes and adherence to best practice.
- Interpret strategic direction and foster innovative work practices to meet KPIs.
- Cultivate a positive and collaborative work environment for professional growth.
- Provide regular supervision, coaching, mentoring, and performance management for direct reports, and assist with annual performance reviews (PRDP).
- Lead change management and support the team through innovation and continuous change.

#### **Clinical Oversight**

- Ensure the delivery of safe, effective, and evidence-based gynaecology care.
- Monitor patient flow and clinic operations to optimise efficiency and reduce wait times.
- Coordinate patient care and facilitate seamless transitions in collaboration with healthcare providers.
- Perform clinical duties in relation to gynaecology services, including coordination and attendance at case conferences.

#### **Staffing & Resource Management**

- Participate in recruitment, orientation, and ongoing education for nursing/midwifery staff.
- Allocate resources effectively to maintain appropriate staffing levels and skill mix.
- Manage rostering, leave, and staff scheduling for adequate daily coverage.
- Organise staff workflow and ensure adherence to policies and procedures.

#### **Quality & Compliance**

- Implement quality improvement initiatives to enhance patient outcomes and service delivery.
- Monitor compliance with regulatory standards and policies.
- Participate in clinical audits, incident reporting (VHIMS), and risk management.

#### **Communication & Collaboration**

- Facilitate effective communication and collaboration across the interdisciplinary team (physicians, allied health, admin).
- Act as a liaison between staff and management, conveying concerns and recommendations.

- Actively participate in relevant meetings, committees, and forums.

## Key Selection Criteria

### Essential

1. Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)
2. Demonstrated leadership and strategic direction skills in a healthcare environment
3. Expertise in providing professional leadership, coaching, and mentorship
4. Proven capacity to lead and manage change and foster a positive, collaborative, and innovative work culture
5. Demonstrated ability to implement quality improvement initiatives, monitor compliance with regulatory standards, and actively participate in clinical audits, incident reporting (e.g., VHIMS), and risk management.
6. Exceptional communication, interpersonal, and liaison skills to facilitate effective collaboration among a diverse interdisciplinary team

### Desirable

7. 3+ years of gynaecology or women's health nursing experience
8. Postgraduate qualifications in women's health or nursing leadership or willing to work towards

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is

committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*