



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Cardiac Congenital Clinical Nurse  
Consultant**



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## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

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## OUR VISION

# Advancing health for everyone, every day.

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## THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

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## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability





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rehabilitation.in 2024 , Cardiology department has 3 Cardiac catheter Labs operating at a 60 % capacity on a Monday , Tuesday and Friday.

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## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- To coordinate the weekly cardiac congenital clinic, monthly cardiac pregnancy clinic and monthly new patient congenital clinic including coordinating test/procedures required before the clinic and, coordination of the clinic on the day.
- To co-lead the cardiac congenital transition clinic at Royal Children's Hospital 4 times per year to enable the seamless transition of paediatric patients from paediatric to adult care
- To monitor follow-up of pulmonary hypertension patients to ensure appropriate tests are undertaken and timely follow-up is arranged to ensure PHT medication ongoing scripts are provided
- Undertake post-clinic follow-up including following up test results and implementing plans after discussions with medical team
- Monitor outpatient cardiac congenital clinic waitlist and implement guidance to outpatient dept regarding priority bookings when needed
- Maintain statistical data on the referrals received through the service.
- Follow up patients who fail to attend their clinic appointments regularly
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Be an advocate for quality improvement initiatives. Develop strategies in collaboration with the multidisciplinary team to improve waiting lists, patient flow and patient care by developing and implementing guidelines and policies to ensure we are following best clinical practice.
- The successful candidate will provide expert guidance and act as a resource nurse to other health care professionals such as nurses and junior medical staff on management of complex patient needs based on best clinical practice.
- Provide educational support to referring agencies, patients and their families about care with the cardiac congenital service.
- Contribute to relevant meetings and committees eg: cardiology NUM/CNC meetings, ward meetings and cardiology departmental meetings.
- Support research generated in the cardiology congenital service.
- Support ongoing education within department including the biennial cardiac congenital symposium
- Provide a clinical resource to patients and families in the outpatient setting regarding multiple aspects of their care within the service
- Receive, ensure triaged and process new referrals to the cardiac congenital service
- To ensure appropriate follow-up appointments and tests have been made post recent illnesses/admissions



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## KEY RELATIONSHIPS

### Internal

- Head of Cardiac Congenital Service
- Medical Staff
- Ward Nursing Staff
- Cardiothoracic Liaison Nurse
- Cardiology/Outpatients/Clerical Support staff
- Cardiology Clinical Nurse Consultants
- DON/ Ops ACCIS
- Cardiology Clinical Operations Manager
- Other investigative/ diagnostic areas

### External

- Patients and their carers
  - Community Health Care Providers/Partners Health Care Consumers
  - Other Health Services and providers
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## KEY SELECTION CRITERIA

### Formal Qualifications:

- Registered Nurses:
  - Registration as a Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
- Post Graduate Certificate/Diploma in Acute Cardiac Care.

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Recent Acute Cardiac Clinical care of at least 3 years.
- Excellent communication, negotiation and interpersonal skills at all levels.
- Exhibit exceptional teamwork skills.
- Be adaptive, open to change in a fast-paced environment.

### Desirable:

- Demonstrate excellent communication skills with the ability to practice collaboratively as part of the multidisciplinary health care team.
- Excellent clinical reasoning skills, and hold the ability to problem solve independently.
- Advanced assessment, critical thinking and organisational skills.
- High motivation for learning, service improvement and patient centred care.
- Ability to work autonomously and troubleshoot independently when required.
- Demonstrated ability to be innovative, resourceful and adaptive to change
- Competence with EPIC EMR

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## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
  - Achievement of portfolio specific KPI targets
  - Participation in and satisfactory feedback through the annual performance review process
  - Ability to maintain a safe working environment and ensure compliance with legislative requirements
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#### AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

#### OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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#### ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please print)

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Date

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