

POSITION DESCRIPTION

Position Title	Cardiac Clinical Outcomes Coordinator
Reports to (Title)	Associate Nurse Director Perioperative Services
Group Director/ Chief	Group Director of Nursing and Clinical Education
Department	Perioperative Services
Position Location	183 Wattletree Rd, Malvern
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	

Position Summary & Role Purpose

The Cardiac Clinical Outcomes Coordinator role supports the collection, validation and submission of data to state and national cardiac registries, ensuring compliance with registry requirements and the accuracy of patient outcome reporting. They will work collaboratively with clinicians, and operational teams to support quality improvements, quality audits, clinical governance, and benchmarking across the Cardiac Catheter Laboratory

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

- Demonstrate leadership in the management, integrity and governance of clinical registry data within the Cardiac Catheter Laboratory and Structural Heart Program.
- Promote a culture of data accuracy, accountability, clinical excellence and continuous quality improvement.
- Act as a key resource and subject matter expert for cardiac registry requirements, definitions and reporting obligations.
- Collaborate effectively with cardiologists, cardiac surgeons, anaesthetists, nursing staff, research personnel and administrative teams to support patient outcome monitoring and compliance with registry requirements.
- Provide advice and support regarding data quality, data validation and outcome reporting to ensure accurate benchmarking of Cabrini's cardiac services.
- Engage all staff to participate in improvement and quality activities
- Supports the implementation of changes to systems, processes and tasks as guided by audit results
- Maintain confidentiality and ensure compliance with organisational, ethical and legislative requirements relating to patient information and clinical registries.
- Foster productive relationships with external registry bodies, and clinical stakeholders to support reporting obligations and clinical excellence.

1.2 Operational Responsibilities

- Manage data collection, entry, validation and submission for all applicable cardiac registries including ACOR, ACE and VCOR.
- Ensure complete and accurate capture of patient, procedural and outcome data for PCI, TAVI, structural heart interventions, ICD and CRT procedures.

- Undertake routine data audits, validation activities and registry data cleansing processes to maintain data integrity.
- Coordinate and submit quarterly and annual registry reporting requirements within prescribed timeframes.
- Participate in quality audits and prepares reports where required.
- Works in collaboration with other quality teams and staff in the organisation
- Monitor registry follow-up requirements and undertake patient follow-up activities, including 30-day and 12-month outcome collection as required by registry protocols.
- Review hospital records and available data sources to identify readmissions, complications and outcome measures relevant to registry reporting.
- Escalate identified data discrepancies, clinical concerns or trends to relevant clinicians and leaders as appropriate.
- Coordinate administrative requirements for the Structural Heart Program including multidisciplinary meetings, patient tracking, agenda preparation and minute taking.
- Support TAVI and other structural heart services through maintenance of required clinical datasets and documentation.
- Liaise with clinicians and relevant stakeholders to ensure completion and collection of required procedural documentation
- Prepare routine and ad hoc reports to support clinical governance, service evaluation, benchmarking and quality improvement initiatives.
- Contribute to annual governance reports and departmental performance reporting activities.
- Analyse registry outcomes and data trends to support evidence-based improvement opportunities within the cardiac service.
- Support approved clinical research activities and trials through timely collection and maintenance of required datasets.
- Maintain expertise in registry systems, hospital information systems and relevant data management platforms.
- Identify opportunities to improve reporting processes, workflow efficiency and data quality systems.
- Ensure compliance with organisational policies relating to information management, privacy, security and record keeping.
- Other duties requested by nurse director

1.3 Resource Management

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

1.4 Contributes to the achievement of professional expertise for self and direct reports through:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Work Health and Safety

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high-quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

Organisational Relationships

- Reports directly to the Associate Nurse Director Perioperative Services
- Maintains a close collaborative working relationship with members of the Perioperative Services Department, Cath Lab and Theatre Nurse Managers and Nurse Directors

Committee Membership

Cardiac Clinical Outcomes Coordinator will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the Nurse Director Perioperative Services

Staff Development

Cardiac Clinical Outcomes Coordinator will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program within the Clinical Education team
- Participating in performance reviews in accordance with Cabrini policy

Key Competencies

Cardiac Clinical Outcomes Coordinator must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Bachelor of Nursing

Registration

- Current unrestricted registration as a Registered Nurse with APHRA

Experience

- Understanding of cardiology, cardiac catheter laboratory procedures and structural heart interventions.
- Knowledge of PCI, TAVI, ICD, CRT and related cardiac services.
- Advanced data entry, validation and auditing skills.
- High level attention to detail and commitment to data accuracy and integrity.

Knowledge

- Ability to analyse clinical data and identify trends, patterns and quality improvement opportunities.
- Experience preparing reports, dashboards and performance summaries for clinicians and leadership teams.
- Strong problem-solving and critical-thinking skills.

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Cabrini Mission, Values and Behaviours that Matter

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions

- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required

We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless