

Position Description

Position title:	Perinatal Autopsy Coordinator (PAC)
Department:	Victorian Perinatal Autopsy Service
Classification:	Clinical Nurse Consultant A(ZF4), equivalent allied health role.
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028; or; Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026; Medical Scientists, Pharmacists and psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025;
Reporting to:	VPAS Manager

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with

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disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

About the department/unit

The Victorian Perinatal Autopsy Service (VPAS) is a collaboration between The Royal Women's Hospital (Lead service), Monash Medical Centre and Mercy Hospital for Women (and their associated laboratory services) that provides perinatal autopsies for Victoria.

The VPAS business unit are based at The Women's and are responsible for both the governance of the autopsy service and the coordination of autopsies.

Position purpose

The key purpose of the perinatal autopsy coordinator is to facilitate the process of arranging an autopsy for a baby that has been born and died in a Victorian health service. Key aspects of the role are to receive referrals and work with clinicians to finalise the clinical referral, arrange transportation for the baby to come to and from one of the three VPAS Hubs, provide the clinical file to the laboratory partners who will be performing the autopsy and provide information and support to families who are navigating the perinatal autopsy pathway. The PAC role also plays an important part in supporting clinical services to improve their procedures and pathways to autopsy. This includes delivering education and training and providing advice on procedures and other processes related to perinatal autopsy.

Key responsibilities

Clinical practice

- Maintain a warm, professional and calm demeanor when working with clinical referrers and bereaved families in the difficult and complex circumstances of a perinatal death.
- Provide clear and detailed guidance to ensure the perinatal autopsy documentation is accurately completed and supplied in a timely manner.
- Provide clear and detailed guidance, to ensure all processes required for the safe and timely transport of a baby to and, from perinatal autopsy are satisfactorily completed.
- Provide comprehensive support and advice to clinical referrers, if needed, in the process of referring a baby for autopsy.
- Communicate with laboratory staff and provide them with information and advice regarding cases as needed.
- Communicate with mortuary transport or funeral providers and provide them with information and advice regarding cases as needed.
- Communicate with other VPAS administrative staff and provide them with information regarding cases as needed.
- Communicate with bereaved family members as required to ensure the safe and timely transport of their baby for perinatal autopsy and, as needed, in the coordination of the follow-up of autopsy results
- Maintain accurate and comprehensive case management documentation.
- Maintain accurate and comprehensive documentation of data required for routine service, reporting and project evaluation.
- Participate in regular quality and education meetings eg) Regional Maternal and Perinatal Morbidity and Mortality meetings.
- Any other duties as directed by the VPAS Manager or Medical Lead

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Communication and teamwork

- Adopt an open and collaborative approach with VPAS team members, clinical referrers, VPAS laboratory staff, mortuary transport providers and bereaved families.
- Participate in team clinical supervision and other activities to support both yourself and the team working in this space.
- Help team members set performance goals, track results and evaluate performance effectiveness.
- Give and receive feedback in a respectful and professional manner

Quality, safety and improvement

- Work with your team to assume joint responsibility for monitoring and evaluating activity and develop strategies to improve team outcomes
- Ensure performance meets the Women's policies, procedures, accreditation and statutory requirements Learning and development
- Maintain an understanding of individual and team responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Maintain a safe working environment for yourself, your colleagues, and members of the public, including but not limited to occupational health and safety considerations, infection prevention and control, etc.
- Escalate incidents, risks, issues, conflicts, or concerns in a timely way to the Manager and participate in problem-solving and mitigating risks or issues.
- Actively participate in credentialing and scope of practice processes.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements, and legislation.
- Have a full working knowledge of emergency procedures.
- Promote a culture of safety by observing and feeding back in a timely and appropriate way, escalating where necessary.

Research and training

- Continue to develop professional skills and knowledge with a high level of motivation and dedication through self-directed learning, observation of others, and by engaging in agreed and approved professional development activities. Maintain an up-to-date record of this.
- Read, and critically reflect on, journal articles relevant to the clinical context.
- Participate in mandatory training.
- Provide educational sessions regarding perinatal autopsy and its benefit and use in public health.
- Maintain knowledge of evidence-based technological and technical advances in therapeutic methods relevant to your specific allied health discipline. Use this knowledge to promote a culture of continuous practice and service improvement (within the department and relevant teams), and life-long learning.
- Contribute to professional development sessions within the multidisciplinary teams you are part of, and the department as requested.
- Promote and undertake clinical audits, as delegated.
- Participate in and lead audit/research activities in perinatal autopsy and other relevant areas of practice/interest.

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- Promote and participate in the VPAS service evaluation and continuous improvement processes within the department or multidisciplinary team.

Information and data management

- Confidently use and maintain systems to record case management data and interact with a range of information technology programs and apps.
- Collect and collate service provision data for reporting as required
- Data recording and reporting must be timely and accurate.
- Actively participate in Microsoft 365 platform work with for example. Outlook, One Note, Teams, Project and Loop

Professional responsibilities

- Adhere to the Women's and professional codes of conduct and code of ethics in all areas of practice.
- Actively participate in orientation program to the role, team, and organisation.
- Actively engage in the performance development review process annually.
- Contribute to the strategic planning of VPAS at the Women's.
- Plan and manage your workload to ensure adequate time for achievement of the objectives of the position.
- Foster teamwork and information sharing among all disciplines within the Women's.
- Attend all meetings relevant to the position.
- Perform other duties or responsibilities as directed and requested.

Advocacy

- Advocate for families and babies in the process of arranging the autopsy with clinical referrers and laboratory partners.
- Advocate for high standards of service in the process of sending a baby for autopsy.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

- Registration as a Division 1 Nurse or Midwife with the Australian Health Practitioner Regulation Agency OR equivalent Allied Health qualification or registration.
- Relevant clinical experience in neonatal nursing, midwifery, anatomical pathology, bereavement, genetic counselling or social work preferable.

Essential:

- Demonstrated positive relationship building within the team, contributing to a healthy and safe working environment, where it is safe to speak up and the team can work effectively and collaboratively.

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- Demonstrated experience in working with people experiencing grief.
- Demonstrated ability to coordinate a patient journey in a complex environment.
- Highly developed interpersonal, written and verbal communication skills, as well as the ability to interact professionally with a wide range of personnel in the health sector
- Demonstrated performance excellence in your clinical specialty of neonatology/midwifery, bereavement, genetic counselling or social work
- Demonstrated ability to effectively work within a multidisciplinary team.
- Demonstrated ability to provide education to diverse groups of clinical teams and laboratory staff.
- Experience in establishing and maintaining partnerships across different health organisations.
- Demonstrated experience and competence in the use of the Microsoft Office 365 Suite and software packages, Sharepoint, Teams, OneNote, Project, Word, Excel, Power point and Loop.

Desirable:

- Previous experience in clinical research work and in research administration and support.
- Previous experience providing clinical education
- Experience in leading and supporting change in clinical processes.

Organisational relationships

Internal relationships

- VPAS Manager
- Medical Lead of VPAS
- Other VPAS team members
- Director of Allied Health and Clinical Support Services,
- All RWH Clinical referrers
- VPAS evaluation team members

External relationships

- VPAS partner laboratory managers and staff (RCH, Monash Health, Mercy Hospital for Women and Austin Health)
- Clinical Referrers (Medical, midwifery, nursing, bereavement staff) from maternity, neonatal units around Victoria
- Transport service providers
- Funeral Directors
- All external members of the VPAS Executive Oversight Committee and Technical Advisory Committee.
- Victorian Institute of Forensic Medicine
- Consultative Council of Obstetric and Paediatric Morbidity and Mortality Committee
- Red Nose
- University and Training organisations

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Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Not applicable
Sitting – remaining in a seated position to complete tasks	Prolonged
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Not Applicable
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	NA
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	NA
Reaching – arm fully extended forward or raised above shoulder	Occasional
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged
Hearing – use of hearing is an integral part of work performance	Prolonged
Touch – use of touch is integral to most tasks completed each shift	Occasional
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Prolonged
Problem solving issues associated with clinical and non-clinical care	Prolonged
Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Frequent

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

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- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has limited direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: 12/09/2025

Developed by: Nicole vander Linden

Date of next review: (12 months from now)

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