

## POSITION DESCRIPTION

<b>Position Title:</b>	Gastroenterology Nurse Coordinator (GNC)
<b>Business Unit/Department:</b>	Gastroenterology
<b>Division:</b>	Cancer, Cardiology & Specialty Medicine
<b>Award/Agreement:</b>	Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Registered Nurse: Grade 4B
<b>Reports To:</b>	Gastroenterology Team Lead
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	29 June 2026

### Position Purpose

As a member of the Gastroenterology team, the GNC will work within the multidisciplinary team to:

- Provide clinical specialist nursing support to patients managed via the Unit clinics.
- Efficiently and effectively coordinate and manage all activities including research within the Unit to ensure a high quality service is delivered that not only meets the needs of clients and patients but also adheres to all relevant legislation by ensuring that studies are conducted in an ethical, scientific and legal manner. At all times they will foster an environment that supports, encourages and promotes research. The GNC will work in areas of research including hepatology, inflammatory bowel disease and gastrointestinal endoscopy and other research areas as directed by the Operations Manager and Head of Unit Gastroenterology and Head of Unit Endoscopic Services.
- Provide clinical support across the Unit's activities which include: identifying, developing and promoting opportunities in collaboration with medical specialists, for more effective models of care, service delivery and system improvements that would enhance the patient experience and ensure an effective, responsive operation especially in relation to outpatient clinics.
- Assist in developing and maintaining a clinical database which will not only act as a patient register in order to enhance best practice but also to implement and maintain effective booking and billing processes and assist in budgeting for current and future service delivery
- Assist in developing and maintaining a research database to enhance research within the Unit.
- Assist in all aspects of co-ordination and care for patients enrolled in clinical trials within the Unit.

The role of the GNC is also at the forefront of the provision of hepatitis management for Western Health and has responsibility for the provision of high quality professional clinical care, needs assessment, health promotion, education and support for people living with hepatitis. This will require the GNC to work collaboratively in a shared care model with the Hepatology Lead, treating specialists, multidisciplinary health teams, primary care partnerships and other key hospital and community based services in order to provide care to both inpatients and outpatients.

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## Business Unit Overview

The Western Health Division of Cancer, Cardiology and Specialty Medicine provides a comprehensive suite of inpatient, clinic, and community-based care.

The Gastroenterology Unit provides inpatient and emergency services across Footscray and Sunshine campus of Western Health with elective endoscopic procedures also supported across other sites.

Outpatient clinics support general Gastroenterology and specialty stream clinic services from Footscray Hospital as well as outpatient diagnostic testing.

The Gastroenterology and Endoscopic research being supported by the nursing and medical teams offers increasing opportunities with a busy and expanding portfolio.

## Key Responsibilities

- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Accurately reflect the patients requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Effectively develop discharge plans that reflect the needs of patients and their significant others and demonstrates an understanding of the role of community providers
- Demonstrate a sound knowledge of the clinical functions of Hepatology patient management and possess a commitment to remaining informed of current innovations or changes in practice
- Provide education to patients, and their carers about hepatitis and the treatment programmes
- Act as a clinical mentor to other staff by actively participating in sharing knowledge
- Participate and contribute to the review / improvement of policies, procedures and protocols and identify areas of improvement to ensure they meet best practice guidelines.
- Coordinate the shared care treatment model between specialist, primary care and community services and as the role develops provide an outreach service to facilitate the patients transition thorough the various levels of health care delivery
- Attend hepatology meetings and clinics as required maintaining accurate records in order to facilitate treatment plans, bookings and billing
- Identify future issues and the impact of new directions / treatments/ practices have for the service
- Work closely with the other gastroenterology nurses to ensure support for patients across all Gastroenterology Unit and Endoscopy clinics from both clinical and research perspectives
- Cover for the other gastroenterology nurses when they are on leave
- Perform other duties as required

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

## Key Working Relationships

### Internal:

- Divisional Director
- Head of Unit
- Hepatology and IBD Leads
- Operations Manager
- Directors of Nursing
- Nurse Unit Managers and other nursing staff
- Members of multidisciplinary care team
- GP Liaison
- Pathology
- Radiology

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- Outpatients staff
- Administration staff

**External:**

- Patients, families and others as required
- Other Health Services
- PHNs
- External pathology and radiology providers
- General Practitioners
- Integrated Hepatitis C Nurse Special Interest Group
- DHHS

**Selection Criteria**

- Registration as a Registered Nurse in Australia
- Minimum of five years acute nursing experience
- Previous experience in working with patients with Viral Hepatitis with a focus on chronic disease management
- Demonstrate autonomous practice with high motivation
- Demonstrated project management skills
- Demonstrated experience in clinical research
- Demonstrated experience with ethics applications
- Demonstrated experience with management of patients in clinical trials
- Highly developed organisational, critical thinking, assessment and analytical skills
- Post graduate qualifications relevant to the role
- High level of written and verbal communication skills
- Effective interpersonal skills
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- High level of patient advocacy
- Demonstrated high level of computer literacy
- A commitment to high quality, safe and person centred patient care
- Drivers licence

**Additional Requirements**

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with

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regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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