



Job Description Form

Coordinator Transfusion
Health Salaried Officers Agreement: Level G7
Position Number: 00007939
Midwifery, Nursing & Patient Support Services
Women and Newborn Health Service

Reporting Relationships

Executive Director WNHS
Position Number: 00005575



Director Midwifery, Nursing & Patient Support
Services
Award Level: HSO Class 1
Position Number: 00006195



This Position

← Also reporting to this supervisor:

- Coordinator Nursing & Midwifery Staff Development
- Coordinator Nursing & Midwifery Corporate/Patient Flow Unit
- Clinical Nurse Consultants, Infection Prevention & Management
- Clinical Nurse Consultant Patient Blood Management
- Clinical Product Advisor
- Manager Patient Support
- Executive Assistant

Prime Function / Key Responsibilities

Coordinate the development of education, audit, clinical guidelines and best practice relating to transfusion of blood products at King Edward Memorial Hospital. Undertake blood utilisation review and haemovigilance reporting. Monitor consent for blood transfusion and training of staff in all aspects of blood transfusion practice. Maintain close liaison with laboratory, nursing/midwifery and medical staff on matters relating to blood transfusions.

Brief Summary of Duties (in order of importance)

1. Service Coordination

- 1.1 Coordination of the hospital haemovigilance program in collaboration with the Scientist In-Charge, Transfusion Medicine and Clinical Nurse/Midwife Consultant (CNC) – Patient Blood Management.
- 1.2 Assist the Hospital Transfusion Committee (HTC) with haemovigilance, blood utilisation review, informed consent and the development of transfusion guidelines, policies and protocols based on national and international standards and best practice.
- 1.3 Collaborates with the CNC – Patient Blood Management to ensure that Patient Blood Management principles are included in the existing WHNS Transfusion Medicine Protocols and transfusion safety education sessions, where relevant.
- 1.4 Review appropriateness of transfusion according to documented clinical practice guidelines
- 1.5 Provide regular updates to the WNHS Director Midwifery, Nursing and Patient Support Services
- 1.6 Assist in the development of transfusion strategies to improve patient care and manage risks
- 1.7 Ensures the health service is able to demonstrate practices and evidence that meet the requirements of the National Safety and Quality Health Service Standards in relation to Blood Management

2. Education and Communication

- 2.1 Coordinate the organisation wide haemovigilance education and learning program to ensure the development and dissemination of relevant information to staff.
- 2.2 Promote haemovigilance by coordinating education, teaching and the development and dissemination of relevant information to staff.
- 2.3 Works with the CNC – Patient Blood Management on the development of information for patients receiving blood products. Promotes education for patients receiving blood products ensuring informed consent.
- 2.4 Undertake the development of appropriate staff training and credentialing in:
 - 2.4.1 blood sample collection
 - 2.4.2 Blood product therapy prescription and administration.
 - 2.4.3 the storage and transportation of blood products.
- 2.5 Liaise and facilitate communication between laboratory, nursing/midwifery and clinical staff.

3. Evaluation and Reporting

- 3.1 Coordinate the Haemovigilance Program incident monitoring systems in collaboration with the Scientist In-Charge, Transfusion Medicine, by detecting, gathering and analysing data on all untoward adverse effects of blood transfusion and process errors
- 3.2 Undertake quality improvement activities, relevant to the evaluation of the Haemovigilance Program, blood utilisation, consent process policies, guidelines and procedures.
- 3.3 Assist in providing information and data required for hospital wide clinical governance reporting.
- 3.4 Manage the control and audit of transfusion best practice and ensure appropriate documentation of all transfusions to provide an audit trail of blood usage.
- 3.5 Plan and facilitate audit activities in collaboration with the Scientist In-Charge Transfusion Medicine, maintain computer records of all data collected and provide regular reports to the Hospital Transfusion Committee for review.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual performance development review

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- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
 - 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 5. Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Bachelor of Science (Medical Science) with major in haematology, OR other relevant health related qualification or recognised equivalent. Eg Bachelor of Science (Nursing)
2. Demonstrated experience and knowledge in Transfusion Medicine Practice.
3. Effective interpersonal, written and verbal communication skills including the ability to facilitate stakeholder consultation.
4. Ability to work effectively in a small team and autonomously within the health service.
5. Experience in providing education and training to staff in a clinical / hospital setting.
6. Eligible for membership of Australian & New Zealand Society of Blood Transfusion
7. Demonstrated experience in data management and information systems including data entry, analysis and retrieval, and presentation skills.

Desirable Selection Criteria

1. Progress towards a relevant post-graduate qualification.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: