

## Position Description

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<b>Position title:</b>	Graduate Nurse and Graduate Midwife
<b>Department:</b>	NICU, Gynaecological and Women's Cancer, WEC and Maternity Services
<b>Classification:</b>	Registered Nurse Midwife Grade 2, Year 2 – 1 (YP2)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
<b>Reporting to:</b>	Nurse Unit Manager and Maternity Team Leaders

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### 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 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.

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## About the department/unit – Nursing Rotation

The RWH Graduate Nurses/Midwife has the opportunity to gain nursing experience in Neonatal Intensive Care Unit (NICU), Gynaecological and Women's Cancers Services or Women's Emergency Care (WEC).

### Position purpose

The Graduate Nurse/Midwife will be in the first year of professional practice as a registered nurse/midwife participating in the Graduate Nurse/Midwife Program. The Program provides the opportunity for the newly registered nurse/midwife to develop confidence in the provision of care to women and/or neonates. The Graduate will be provided with formal professional development days, structured rotations, clinical support and orientation into each clinical area.

The Graduate is responsible for providing care to women and their families within a multidisciplinary team environment, working collegially with other health professionals. The Graduate works under the leadership of a more senior staff member, usually Associate Unit Manager, to achieve the best possible outcomes for women, mothers and infants in their care and ensures that services provided are:

- Women-focused to respect the rights, needs and expectations of the childbearing woman
- Integrated and consistent
- Evidence-based
- Supportive of a learning environment for all colleagues

### Key responsibilities

#### Clinical practice

- Appropriately assess, plan, implement, evaluate, and contemporaneously document midwifery and neonatal care
- Advocate for the concepts of continuity of care and comprehensive midwifery led care
- Maintain a professional approach and respect the needs of women, visitors and other health professionals
- Maintain an awareness of team clinical outcomes and provide feedback/information to the Team AUMs (and Unit Managers) on a regular basis
- Demonstrate a commitment to Baby Friendly Hospital Initiative (BFHI) re-accreditation processes
- Use of the Women's electronic medical record (EMR) where required to fulfil the duties of this position
- Any other duties as required that meet relevant standards and recognised practice

#### Communication and teamwork

- Attend and participate in team meetings and other service meetings as required to assist in maintaining clear lines of communication and information exchange within the team
- Actively participate in multidisciplinary handovers
- Provide professional and clinical support to colleagues
- Provide orientation/preceptoring/mentoring to staff as delegated
- Be approachable and receptive to the provision of clinical assistance when required and/or requested

#### Quality, safety and improvement

- Provide appropriate responses to all relevant emergency situations and take responsibility for ensuring that all compulsory emergency training competencies have been completed

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- Ensure all incidents and/or near misses are identified and reported, promoting reflection and learning within a supportive, no-blame environment
- Participate in the development of quality improvement activities as requested

### **Learning and development**

- Actively involved in personal professional development
- Actively participate in the Graduate Nurse/Midwife Performance Development Program
- Actively involved in unit based education including mentoring and preceptorship
- Participate in research and quality activities.

### **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**

##### **Essential:**

- Registration with APHRA as a Nurse
- Relevant clinical experience with commitment to evidence-based outcomes
- Demonstrated willingness to work towards continually developing skills and pursuing opportunities for learning, to enable the provision of care across the continuum
- An understanding of the impact of social determinants on health and wellbeing, and a commitment to advocacy for women and supports
- Commitment to strong customer service and promoting and supporting patient involvement and family-centred care
- Excellent communication and interpersonal skills and the ability to respond to the needs of hospital staff in a timely, accessible and professional manner
- Ability to plan, prioritise and time manage, and balance competing and conflicting priorities
- Experience in working effectively and collaboratively within a multidisciplinary team
- Ability to identify and utilise available resources effectively and efficiently for the delivery of evidence-based midwifery care
- An understanding and respect for cultural diversity of childbearing women and families
- A high level of verbal, written and electronic communication
- A commitment to reflective practice/clinical supervision and accessing support, assistance, advice and debriefing as required
- Embodiment of the Women's values

##### **Desirable:**

- Membership of a Nursing professional body

### **Organisational relationships**

#### **Internal relationships**

- Graduate Nurse Program Coordinators
- Nurse Unit Managers and Associate Unit Managers
- Clinical Support Nurses/Educators

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- Clinical Staff within rostered area
- Clinical Education Team
- Medical Staff
- Allied Health Professionals
- Women and their families

### **External relationships**

- External Health facilities/organisations
- General Practitioners
- External health professionals
- Community care providers

**Direct reports:** 0

**Indirect reports:** 0

**Budget responsibility:** 0

### **Department/Unit Specific Overview – Maternity Services**

The Women's Graduate Midwives – Team Care, are afforded the opportunity to gain midwifery experience across the continuum of maternity services including, antenatal complex care, birth centre and postnatal care through a rotational program.

### **Position purpose**

The Graduate Midwife will be in the first year of professional practice as a registered midwife participating in the Graduate Midwife Program. The Program provides the opportunity for the newly registered midwife to develop confidence in the provision of care to women during pregnancy, birth and the postnatal period. The Graduate will be provided with formal professional development days, structured rotations, clinical support and orientation into each clinical area. The Graduate will be known as a team midwife and allocated to one of the three teams as defined by the TeamCare Model of care at the Women's.

The Graduate is responsible for providing care to women and their families within a multidisciplinary team environment, working collegially with other health professionals. The Graduate works under the leadership of a more senior staff member, usually Associate Unit Manager, to achieve the best possible outcomes for women, mothers and infants in their care and ensures that services provided are:

- Women focused to respect the rights, needs and expectations of the woman
- Integrated and consistent
- Evidence-based
- Supportive of a learning environment for all colleagues.

### **Key responsibilities & Major Activities**

The Graduate has responsibilities across the following areas:

### **Supporting the Team Care Model**

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- Advocates for the concepts of continuity of care and comprehensive midwifery – led care as defined by the RWH Team Care Towards 2008 Model
- Supports the planning and implementation of the Team Care model
- Liaises with relevant staff across the hospital to ensure awareness of the Team Care model
- Has an email address at the RWH and routinely accesses / utilises email communication

### **Providing Clinical Care**

- Provides care for all women across the pregnancy and childbirth continuum and beyond, both in the hospital and the community
- Provides fundamental care to women in labour: includes admission observations and history taking, CTG observation and interpretation, acting as second midwife at a birth, neonatal resuscitation and provision of midwifery care during a caesarean section.
- Collaborates with medical staff and other health professionals as determined by a woman's need for care.
- Refers women to medical staff and other health professionals when complications or deviations from normal occur.
- Works professionally, safely and effectively, in accordance with RWH Clinical Practice Guidelines (CPG's), policies and procedures.
- Appropriately assesses, plans, implements, evaluates and contemporaneously documents nursing, midwifery and neonatal care.
- Is approachable and receptive to the provision of clinical assistance to others when required or requested
- Attends and participates in team / unit meetings and other service meetings as required to assist in maintaining clear lines of communication and information exchange within the team.
- Provides appropriate responses to all relevant emergency situations and takes responsibility for ensuring that all compulsory emergency training competencies have been completed.
- Actively participates in multidisciplinary handovers.
- Maintains a professional approach and respects the needs of women, visitors and other health professionals.
- Maintains an awareness of team / unit clinical outcomes and provides feedback/information to the team AUMs (and Team Leader / Nurse Unit Manager) on a regular basis.
- Aims to maximise continuity and consistency of care for team women across the continuum.
- Supports the training /education needs of the team members, by facilitating opportunities for learning
- Demonstrates support of colleagues
- Provides orientation / preceptoring / mentoring to staff/students as delegated.

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- Acts as a role model in maintaining professional standards for junior staff e.g. students

### **Quality and Safety**

- Participate in the development and implementation of CPG's, policies and procedures and other quality improvement activities as requested.
- Supports any projects (including research projects) within the team.
- Ensures all incidences and near misses are identified and reported, and they are used to promote reflection and learning within a supportive environment underpinned by a no-blame philosophy. Ensures the Midwifery Team Leader / Nurse Unit Manager is informed as appropriate.
- Be aware of and work in accordance with Hospitals policies and procedures, including Infection Control, Occupational Health and Safety, Equal Employment Opportunity and Confidentiality.
- Understands and commitment to Baby Friendly Hospital Initiative (BFHI) and re-accreditation processes.

### **Information Management**

- Use of the Women's electronic medical record (EMR) where required to fulfil the duties of this position
- Utilise and promote use of Information Technology within the department
- Ensure that accurate information and records are maintained as stated in the hospital policy
- Ensure that all documentation meets the requirements of Health & Community Services
- Ensure patient confidentiality is maintained at all times
- Maintain an awareness and access all hospital communications (e.g. email, bulletins, notes at ward meetings, communication books)
- Ensure awareness of code of conduct regarding email and internet use of hospital computers.

### **Safe Practice and Environment**

- Practices within the guidelines of the Women's Policies and Procedures
- Participates in the prompt, competent management of any emergency with particular attention to the safety of all patients, personnel and members of the public within the hospital
- Minimises the risk of fire, chemical, infective and security hazard to patients, visitors and fellow staff through compliance with the organisations emergency response policies and procedures
- Ensures that infection control measures in the Team comply with the organisation's Infection Control guidelines, policies and procedures
- Actively promotes waste minimisation and recycling

### **Improving Performance**

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- Actively involved in personal professional development
- Actively participate in the Graduate Midwives Performance Development Program
- Actively involved in Maternity Services education including mentoring and preceptorship
- Participate in research and quality activities
- Completes all required mandatory competencies in a timely manner
- Attends all Graduate Program Professional Development days

## Organisational relationships

### Internal relationships

- Midwifery Educator / Graduate Midwife Program Coordinator
- Team Leaders and Associate Unit Managers
- Clinical Support Midwives/Educators
- Clinical Staff within rostered area
- Clinical Education Team
- Medical Staff
- Allied Health Professionals
- Women and their families

### External relationships

- External Health facilities/organisations
- General Practitioners
- External health professionals
- Community care providers

**Direct reports:** 0

**Indirect reports:** 0

**Budget responsibility:** 0

## 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
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Constant
<b>Sitting</b> – remaining in a seated position to complete tasks	Occasional
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<b>Lean forward/forward flexion from waist</b> to complete tasks	Occasional
<b>Trunk twisting</b> – turning from the waist to complete tasks	Rare
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Occasional

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<b>Squatting/crouching</b> – adopting these postures to complete tasks	Occasional
<b>Leg/foot movement</b> to operate equipment	Rare
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
<b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Frequent
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift	Constant
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	Constant
<b>Problem solving</b> issues associated with clinical and non-clinical care	Constant
<b>Working with distressed people and families</b>	Occasional
<b>Dealing with aggressive and uncooperative people</b>	Rare
<b>Dealing with unpredictable behaviour</b>	Rare
<b>Job demands</b> – high workload, tight deadlines, and competing priorities	Rare/Occasional
<b>Exposure to traumatic or distressing content or situations</b> – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Rare/Occasional
<b>Role specific considerations</b> Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
<b>Definitions used to quantify frequency of tasks/demands as above</b>	
<b>Prolonged/constant</b>	70 – 100 % of time in the position
<b>Frequent</b>	31 – 69 % of time in the position
<b>Occasional</b>	16 – 30% of time in the position
<b>Rare</b>	1 – 15% of time in the position
<b>Not applicable</b>	0% of time in the position

## Employee awareness and responsibilities

- 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.

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- 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 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), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

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.**

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**Developed date:** April 2026

**Developed by:** Jillian Blackman, Lead Educator - Graduates

**Date of next review:** April 2027

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