

Position Description

Position title:	Neonatal and Postnatal Support Nurse – Postnatal Ward
Department:	Maternity Services
Classification:	RN Grade 2 Year 2-8 (YP3-YP8)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Midwife in Charge and Midwifery Team Leaders/Unit Managers

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

The Postnatal Ward provides short-term inpatient care to women, babies and families following birth. Care is delivered across 4 South and 4 East and supports women and newborns during the immediate postnatal period, with a focus on recovery, establishing infant feeding, parent education, newborn assessment, and preparation for discharge. The service provides care for women and babies with both low and high clinical acuity, ensuring safe, evidence-based and woman-centred care.

Postnatal staff work within a multidisciplinary environment, collaborating closely with medical, nursing, midwifery and allied health teams to support the health and wellbeing of mothers and newborns. Care is delivered through a coordinated approach that promotes early identification and management of clinical concerns, supports positive transitions to community-based services, and ensures care across the postnatal journey.

This role is specific to the provision of neonatal care within the postnatal ward setting and works in partnership with midwives to deliver comprehensive care to newborns requiring assessment, monitoring and support during their inpatient stay.

Position purpose

The Neonatal and Postnatal Support Nurse (NPSN) is a fixed term supernumerary role in the provision of care following birth. This role has been introduced to innovate and strengthen the maternity model of care for women, newborns, and families. Working in partnership with midwives and the multidisciplinary team, the NPSN will support and provide care for a defined group of unqualified neonates in the postnatal ward who require additional clinical care. This dedicated role is in addition to existing midwife to patient ratios and is expected to reduce the workload of caring for unqualified neonates within the mother and baby dyad. Importantly this role is designed to complement and support established midwifery care.

Key responsibilities

The NPSN will be guided by the Nursing and Midwifery Board of Australia's (NMBA) supervision guidelines for nursing and midwifery to provide safe, competent and evidence-based care.

As a healthcare professional, a RN is accountable for:

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill
- Ensuring that they are registered to work as a RN in Australia, and whilst working as a RN within The Royal Women's Hospital and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice.

As a registered nurse, the NPSN has a primary responsibility in planning, implementing, and evaluating evidence-based nursing care in collaboration with the multidisciplinary team to achieve optimal healthcare outcomes for women and their babies. The NPSN will work alongside the primary allocated midwife in the delivery of care to the neonate. The NPSN will be allocated to support the care of no more than 5 neonates within NPSN scope of practice.

Clinical accountabilities

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The NPSN is a key member of the team responsible for ensuring nursing professional, organisation, legal and ethical standards are met. In addition to the roles and responsibilities of a registered nurse, including demonstrating relevant clinical knowledge and skill, the NPSN has responsibility across the following areas under the direction and supervision of the Associate Midwifery Unit Manager (AUM) / Midwife in Charge:

Note: Clinical accountability should be consistent with the individual health services neonatal capability level under the [Capability frameworks for maternity and newborn services](#).

Provides clinical support in the care of neonates in the postnatal ward, including but not limited to:

- Uncomplicated neonates weighing less than 2500gms but greater than 2000gms and late preterm neonates between 35 – 37 weeks.
- Babies who require Intra Venous (IV) antibiotics
- Babies requiring phototherapy for hyperbilirubinaemia
- Babies meeting hypoglycaemia management criteria
- Performs tests and obtains and evaluates results, including the collection of specimens such as blood by heel prick, urinalysis and swabs, blood glucose levels for neonates. NPSNs will be provided education in neonatal blood taking and blood sampling.
- Appropriately recognises, responds to and reports normal and abnormal findings and diagnostic data and instigates appropriate action.
- Recognises, responds and refers the newborn to the neonatal medical team in collaboration with the maternity team, including the primary allocated midwife, team midwives and AUM/s when health status deviates from normal.
- Works professionally, safely and effectively, in accordance with relevant Clinical Practice Guidelines (CPGs), policies and procedures.
- Effectively communicates assessments and care plans to the primary allocated midwife, AUM, neonatal services and other relevant team members of the multidisciplinary team
- Provides clinical support, in collaboration with the primary allocated midwife, and treating team in the assessment, development, implementation and monitoring of a comprehensive plan of care for the postnatal ward neonate/s from admission to discharge, in conjunction with the multi-disciplinary team.
- Appropriately assesses, plans, implements, evaluates and contemporaneously documents nursing and neonatal care.
- In undertaking care of the neonate, appropriately respond to the observed deterioration of the woman/birthing parent by implementing escalation and emergency management procedures consistent with health service protocols and guidelines.
- Is approachable and receptive to the provision of clinical assistance to others when required and requested.
- Attends and participates in team meetings and other service meetings as required to assist in maintaining clear lines of communication and information exchange within the team.
- Utilises available resources effectively and efficiently in the delivery of evidenced based neonatal care.
- Provides appropriate responses to all relevant emergency situations and takes responsibility for ensuring that all compulsory emergency training competencies have been completed.

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- Always maintains a professional demeanor and respects the needs of women, visitors and other health professionals.
- Maintains and further develops clinical skills.
- Provide education and support to women and their families, within scope of practice.
- Demonstrates a working knowledge and understanding of all neonatal and postnatal unit/s equipment.

Advocacy and communication

- Advocates and facilitates communication between the woman / family and the multidisciplinary team.
- Clearly conveys and documents information and ideas to maintain lines of communication and information exchange within the multidisciplinary team.
- Ensures appropriate documentation, meeting medico legal requirements.
- Builds professional, respectful relationships with colleagues in all areas and professions of the hospital.

Quality and safety

- Ensures all incidents / 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 AUM / Midwife in Charge and primary allocated midwife is informed.
- Report complaints to the AUM / Midwife in Charge.
- Participate in the prevention, investigation and incident reporting.
- Ensure the implementation of strategies that provide a resolution of identified risks.
- Actively participates in quality improvement activities.
- Has an understanding and commitment to Baby Friendly Hospital Initiative (BFHI). Is committed to their ongoing professional development and ensures all mandatory training and competency requirements are met.

Key selection criteria

Experience/qualifications/attributes

Essential:

- Registration with AHPRA as a Registered Nurse.
- A minimum of one year's experience as a Registered Nurse within an acute setting
- Demonstrated willingness to work towards developing skills to provide neonatal and woman centred care.
- Committed to and has an interest in advocating for women, babies and their families
- Committed to a multidisciplinary team approach and values / supports collaboration by a range of professionals in providing care to meet the individual needs of the woman, baby and family
- Demonstrate effective organisational skills, particularly with respect to time management, delegation and supervision
- Have well developed written and verbal communication skills
- Have highly developed interpersonal skills
- Promotes and supports consumer involvement and family-centred care

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- Demonstrate the ability to practice collaboratively and work effectively within a multidisciplinary team.
- Commitment to ongoing professional development.
- Understanding of and commitment to the organisation's values, strategic direction and relevant policies / guidelines.
- Willingness to work on a rotating roster, including AM shifts, PM shifts, and night shifts.

Desirable:

- Experience in maternity, women's health, neonatal, or paediatric environment and/or relevant postgraduate qualifications.
- Commitment and desire to provide care in a maternity, neonatal, maternal and child health, women's health, and/or paediatric environment.
- An interest in pursuing postgraduate education because of performing the NPSN role, e.g. in midwifery, neonatal nursing, lactation services.

Attributes:

- Understands the impact of social determinants on health and wellbeing.
- Promotes and supports consumer involvement and family-centered care.
- Able to balance competing and conflicting priorities.
- Is committed to ongoing professional development and continually identifies professional development goals and pursues opportunities for learning.

Organisational relationships

Internal relationships

- Midwives / Midwife in Charge
- Postnatal Unit Managers
- Maternity Leadership Team
- Breastfeeding Services
- Neonatal Services
- Neonatal Hospital in the Home
- Allied Health
- Social Work

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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	Prolonged/Constant
Sitting – remaining in a seated position to complete tasks	Occasional
Standing- remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting/crouching – adopting these postures to complete tasks	Occasional
Leg/foot movement to operate equipment	Rare
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.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Not applicable
– heavy push / pull forces over 20 kg	Not applicable
Reaching – arm fully extended forward or raised above shoulder	Rare
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	Occasional
– 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	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Constant
Problem solving issues associated with clinical and non-clinical care	Constant
Working with distressed people and families	Rare
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Rare

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

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Employee awareness and responsibilities

- 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 (NCCCHC).
- 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 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.

Developed date:

Developed by:

Date of next review: (12 months from now)

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