

## Position Description

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<b>Position title:</b>	Registered Nurse
<b>Department:</b>	<b>Neonatal Services</b>
<b>Classification:</b>	RN Division 1, Grade 2 (YP3 – YP9)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
<b>Reporting to:</b>	Nurse Unit Manager – Neonatal Services

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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

The Newborn Intensive Care Unit (NICU) is one of five tertiary referral centers in Melbourne, dedicated to providing specialized care for premature and critically ill newborns across Victoria. Each year approximately 1,600 premature and medically vulnerable babies are admitted.

Beyond clinical care, the Neonatal Service plays a vital role in education and training at local, national and international levels, supporting healthcare professionals in enhancing their neonatal expertise. The unit is actively engaged in various research programs, including those that contribute to long-term follow-up care of high-risk infants.

The Women's NICU is a 59-bed unit. It consists of 27 level 5 -6 cots, and 32 level 3-4 cots. There are additional care spaces to provide some flexibility depending on patient mix, acuity and needs (i.e. isolation, procedures and 'rooming in'). The team works within a Family Integrated Care Model, fostering collaboration between families and healthcare professionals. This approach empowers parents to become confident, knowledgeable and independent primary care givers.

## Position purpose

Registered Nurses are responsible for strengthening health outcomes through the provision of safe, quality, holistic and sensitive care, from admission to discharge. They work collaboratively in partnership with patients, consumers and other health professionals.

The Neonatal Nurse delivers specialised, family-integrated care to newborns who are premature, unwell, or have complex needs. They assess, plan, deliver, and evaluate care in collaboration with the multidisciplinary team. They also support families through education and advocacy, creating a safe, nurturing environment that promotes the best start to life.

## Key responsibilities

### Clinical practice

- Provide specialised nursing care to critically ill and premature neonates in the Neonatal Intensive Care Unit (NICU)
- Perform comprehensive assessments, monitor vital signs and recognise early signs of deterioration.
- Apply advanced clinical skills across all areas of neonatal care—from special care to high-dependency and intensive care. Provide expert support to the medical team during complex procedures and developmentally appropriate care throughout.
- Effectiveness in making timely, evidence-based decisions regarding care for critically ill neonates, ensuring optimal patient outcomes
- Demonstrates sound judgement when managing neonatal cases incorporating pathophysiology, pharmacology and clinical signs.
- Work collaboratively with a multidisciplinary team to deliver holistic family integrated care.
- Engage in ongoing professional education and reflective practice to meet program requirements.
- Promote family integrated care by encouraging active family participation in all aspects of neonatal care, fostering a collaborative environment built on trust and inclusion

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- Support families throughout their neonatal journey by providing education, emotional support, and advocacy, ensuring they feel informed, empowered, and involved in decision-making

### **Communication and teamwork**

- Accept accountability for own actions and seek guidance when a situation exceeds experience or knowledge, delegating aspects of care to others as appropriate
- Provide clear and compassionate communication with families, explaining complex information in an empathetic, clear and understandable manner, offering education, emotional support and advocacy
- Collaborate effectively with multidisciplinary teams, including neonatal medical team, allied health professionals and nursing and midwifery staff.
- Participate in handover processes, case discussions and debriefing session to ensure continuity of care.
- Support the development of others by acting as a resource to colleagues, participating in orientating, precepting and mentoring of students and new staff, including graduate nurses and other learners

### **Quality, safety and improvement**

- Participate in the development and implementation of CPGs, policies and procedures and other quality improvement activities as requested.
- Participate in clinical audits, incident reporting and risk management strategies to improve patient safety.
- Engage in quality improvement initiatives to enhance neonatal care standards
- Be aware of and work in accordance with hospital policies and procedures, including Infection Control, Occupational Health and Safety, Equal Employment Opportunity and Confidentiality.
- Have an understanding of and commitment to the Baby Friendly Hospital Initiative (BFHI) and re-accreditation processes.

### **Information and data Management**

- Use the Women's electronic medical record (EMR) where required to fulfil the duties of this position.
- Interpret neonatal health data to inform clinical decision making.
- 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 relevant requirements for clinical records
- Ensure patient confidentiality and security is always maintained.
- Maintain an awareness of and access all hospital communications (e.g. email, bulletins, notes at ward meetings, communication books).
- Ensure awareness of code of conduct and requirements regarding email and internet use of hospital computers.

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## **Safe practice and environment**

- Practices within the Women's policies, guidelines 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.
- Ensures that infection control measures in the team comply with the organisation's infection control guidelines, policies and procedures

## **Learning and development**

- Participate in formal and informal education and professional development opportunities to maintain registration and to maintain an up-to-date knowledge base
- Undertake self-evaluation and professional development planning with the Unit Manager
- Complete annual mandatory competencies as required
- Participate in clinical research initiatives to enhance care practices.

## **Advocacy**

- Act as an advocate for neonates and their families, ensuring their needs, rights and best interests are prioritised.
- Support family integrated care, providing education, reassurance and emotional support to parents and caregivers.
- Promote and deliver ethical and culturally sensitive care, ensuring families are actively involved in decision-making.

## **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:**

- Current AHPRA registration as a Registered Nurse Division 1, Grade 2
- Experience in neonatal care across SCN, HDU, and NICU
- Ability to work in a high acuity, fast paced clinical environment while balancing academic responsibilities.
- The ability to work a rotating roster
- A post graduate certificate/diploma in Neonatal Intensive Care Nursing (or equivalent)

#### **Attributes:**

- Strong clinical reasoning, ability to deliver high-quality care and adeptness in handling complex, high pressure neonatal situations.
- Capable of leading by example, supporting peers and making confident decisions in challenging circumstances.
- Ability to work effectively with multidisciplinary team, sharing knowledge and working toward common goals in patient care.

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- Open to learning new skills and applying evidence-based practices in a dynamic, fast-paced clinical environment.
- Exceptional interpersonal skills, with the ability to communicate complex medical information clearly and compassionately to families and health care teams.
- A strong commitment to advocating for the well-being of neonates and their families, ensuring their needs are prioritised and met.
- Enthusiasm for continuous learning and involvement in research, clinical education and career advancement
- Ability to maintain professionalism and empathy, especially in emotionally challenging situations
- Strong ability to prioritise tasks, manage workloads effectively, and balance the demands of clinical work, academic study and professional development.
- Embodies the Women's values of courage, passion, discovery and respect. Demonstrates the courage to take challenges, the passion for neonatal care, a discovery mindset to learn and innovate and respect for patients, families and colleagues reflecting a commitment to the values that guide care.

## Organisational relationships

### Internal relationships

- Directors - Neonatal Services
- NUM Team A Manager
- NUM Team B Manager
- Clinical Nurse Consultant
- Clinical Education Team
- Associate Unit Manager Team
- Multidisciplinary teams
- Other department staff members
- Neonatal patients, partners, and family members using the unit

### External relationships

- Relevant external organisations
- Other healthcare providers

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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.

<b>Physical demands</b>	<b>Frequency</b>
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Prolonged / Constant
<b>Sitting</b> – remaining in a seated position to complete tasks	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Frequent
<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	Occasional
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Occasional
<b>Squatting/crouching</b> – adopting these postures to complete tasks	Occasional
<b>Leg/foot movement</b> to operate equipment	Occasional
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Occasional
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	Constant
– 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	Occasional
– heavy push / pull forces over 20 kg	Occasional
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Occasional
<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.	N/A
<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>	Occasional
<b>Dealing with unpredictable behaviour</b>	Occasional
<b>Exposure to distressing situations</b>	Occasional

### Definitions used to quantify frequency of tasks/demands as above

<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

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## 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.
- 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:** March 2026

**Developed by:** Neonatal Services Nurse Unit Managers

**Date of next review:** March 2026

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