

Position Description

Position title:	Registered Nurse – Retinopathy of Prematurity (ROP)
Department:	Neonatal Services
Classification:	Clinical Nurse Consultant A (ZF4)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Nurse Unit Manager & Directors – Neonatal Services

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) at The Royal Women's Hospital is one of five tertiary neonatal referral centres in Melbourne, providing specialised care for premature and critically ill newborns across Victoria. Each year, approximately 1,600 premature and medically vulnerable infants are admitted for highly specialised neonatal care.

The Neonatal Service is committed not only to delivering excellence in clinical care but also to advancing neonatal health through education, research, and service innovation. The unit contributes to the education and training of healthcare professionals locally, nationally, and internationally, and actively participates in research programs that improve outcomes for newborns and support the long-term follow-up of high-risk infants and their families.

The Women's NICU is a 59-bed unit comprising 27 Level 5–6 intensive care cots and 32 Level 3–4 special care cots. Additional flexible care spaces are available to support varying patient acuity and clinical needs, including isolation, procedures, and rooming-in for families.

The service is underpinned by a Family Integrated Care (FICare) model, which recognises parents and families as essential partners in their infant's care. Through collaborative decision-making, education, coaching, and support, families are empowered to participate confidently in caregiving activities, develop knowledge and skills, and build readiness for transition to home. This partnership approach enhances family wellbeing, strengthens parent-infant bonding, and contributes to improved clinical and developmental outcomes for infants.

Position purpose

The Retinopathy of Prematurity (ROP) Nurse is an advanced practice nurse within the Neonatal Intensive Care Unit (NICU), responsible for leading the screening, early detection, and coordination of care for premature and at-risk infants vulnerable to Retinopathy of Prematurity (ROP). Utilising the RETCam, a specialised digital retinal imaging system, the ROP Nurse captures high-quality retinal images to support ophthalmologists in the assessment, diagnosis, and management of ROP.

In response to limited ophthalmology resources across Victoria, the ROP Nurse plays a pivotal role in delivering a nurse-led screening service through The Royal Women's Hospital ROP Outreach Program. This includes travelling to neonatal intensive care units and special care nurseries throughout the state to provide timely access to ROP screening, reducing barriers to specialist assessment and promoting equitable access to care for vulnerable infants and their families.

Working within a Family Integrated Care (FICare) framework, the ROP Nurse partners with parents and families as active participants in their infant's care journey. The role provides education regarding ROP screening, results, treatment options, and follow-up requirements, ensuring families are informed, supported, and empowered to participate in care decisions. Through compassionate communication, emotional support, and advocacy, the ROP Nurse helps families navigate what can be a complex and stressful experience while fostering confidence, capability, and family-centred care.

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The ROP Nurse coordinates care across multidisciplinary teams and facilitates effective communication between neonatal services, ophthalmologists, community providers, and families to ensure seamless care pathways. The role is responsible for ensuring timely follow-up, treatment coordination, and continuity of care for infants requiring ongoing ophthalmological surveillance.

In addition, the ROP Nurse provides clinical leadership through education, consultation, quality improvement activities, advocacy, and the promotion of evidence-based practice. The role supports compliance with local, state, and national guidelines and contributes to optimising visual, developmental, and long-term health outcomes for infants at risk of ROP.

This position also contributes to service development and innovation, supporting the ongoing growth, sustainability, and evaluation of the ROP Outreach Program to improve access, quality, and outcomes for neonatal populations across Victoria.

Key responsibilities

Clinical Expertise

- Provide expert clinical leadership in the delivery, coordination, and evaluation of Retinopathy of Prematurity (ROP) services across inpatient, outpatient, and outreach settings.
- Apply advanced neonatal and ophthalmic knowledge to support the early identification, assessment, monitoring, and management of infants at risk of ROP.
- Deliver care within a Family Integrated Care (FICare) framework, partnering with families and supporting their participation in care, education, and decision-making.
- Coordinate care across multidisciplinary teams and services to ensure timely screening, treatment, follow-up, and continuity of care.
- Act as the recognised clinical expert for ROP screening and management, providing specialist consultation and support to clinicians across The Royal Women's Hospital and Victorian neonatal services.
- Monitor service performance and contribute to clinical governance, audit, quality improvement, research, and evidence-based practice initiatives.
- Demonstrate advanced clinical leadership, professional accountability, and collaborative practice to optimise outcomes for infants and families.
- Champion Family Integrated Care (FICare) principles and consumer partnership activities, ensuring the perspectives of infants and families inform service design, evaluation, and continuous improvement initiatives.

Communication and Teamwork

- Provide expert consultation and advice to neonatal, ophthalmology, allied health, and community healthcare professionals regarding ROP care and management.
- Establish and maintain collaborative partnerships with families, healthcare teams, and external services to ensure coordinated and integrated care delivery.

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- Facilitate effective communication and shared decision-making within a Family Integrated Care (FICare) model, promoting family engagement and health literacy.
- Advocate for infants and families through compassionate, culturally responsive, and family-centred communication.
- Act as a liaison between neonatal services, ophthalmology teams, outreach providers, and community services to support continuity of care.
- Contribute to a positive multidisciplinary team culture through collaboration, professional leadership, and mutual respect.

Leadership, Education and Workforce Development

- Provide professional and clinical leadership for the ROP service, promoting excellence in practice, patient safety, and high-quality care.
- Lead the development, implementation, and evaluation of educational programs related to ROP screening, retinal imaging, and neonatal ophthalmology.
- Build workforce capability through mentorship, clinical supervision, coaching, competency assessment, and ongoing professional development.
- Support orientation, training, and succession planning to ensure sustainable specialist expertise within the ROP service.
- Promote evidence-based practice and support the translation of emerging research into clinical care.
- Lead and support change management initiatives and service developments to enhance patient care and service delivery.

Quality, Safety and Improvement

- Lead quality improvement, clinical governance, and risk management initiatives to ensure safe, effective, and evidence-based ROP service delivery.
- Monitor clinical outcomes, service performance, and compliance with local, state, and national ROP screening standards.
- Participate in policy, guideline, and model-of-care development and review.
- Lead audit, benchmarking, evaluation, and data collection activities to inform service improvement and strategic planning.
- Promote best practice in clinical documentation, infection prevention, medication safety, and equipment management.
- Incorporate consumer feedback, patient experience, and family perspectives into service evaluation, quality improvement initiatives, and service development activities.
- Support research, innovation, and knowledge translation activities that enhance neonatal ophthalmology practice and patient outcomes.

Service Development and Outreach

- Lead the coordination and delivery of The Royal Women's Hospital ROP Outreach Program across Victoria.
- Develop and maintain strategic partnerships with metropolitan and regional neonatal services and ophthalmology providers.
- Coordinate referral pathways and service networks to support equitable access to specialist ROP screening and follow-up care.

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- Identify opportunities for innovation and contribute to the ongoing development, evaluation, and expansion of ROP services.
- Represent the ROP service at organisational, state, and national committees, networks, and professional forums

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 and/or Registered Midwife.
- Extensive post-registration experience in neonatal nursing, including a minimum of four years' experience in a Neonatal Intensive Care Unit (NICU).
- Postgraduate qualification in Neonatal Nursing or equivalent.
- Demonstrated advanced clinical expertise in the assessment, management, and coordination of care for high-risk neonatal patients.
- Demonstrated ability to provide clinical leadership, consultation, and expert advice within a specialised area of practice.
- Highly developed communication, consultation, and interpersonal skills, with the ability to build collaborative relationships with families, multidisciplinary teams, and external stakeholders.
- Demonstrated experience leading or contributing to quality improvement, clinical governance, service development, or evidence-based practice initiatives.
- Demonstrated commitment to Family Integrated Care (FICare) principles and the ability to partner effectively with families in care planning and decision-making.
- Experience leading or contributing to quality improvement, clinical governance, audit, research, or evidence-based practice initiatives.
- Demonstrated experience in education, mentorship, and workforce capability development within a clinical setting.
- Proven ability to coordinate complex care across multidisciplinary teams and healthcare services.
- Strong organisational, time management, problem-solving, and decision-making skills.
- High level of computer literacy, including proficiency in Microsoft Office applications, electronic medical records, and clinical information systems.
- Current Victorian Driver Licence and willingness to travel throughout Victoria as part of the ROP Outreach Program.
- Commitment to the values and behaviours of The Royal Women's Hospital.

Desirable:

- Experience working as an ROP Nurse or within a neonatal ophthalmology service.
- Demonstrated competency in retinal imaging and the use of RETCam technology.
- Experience using electronic medical records, clinical databases, and digital imaging systems.

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- Strong written, verbal, and digital communication skills, including experience contributing to policy development, clinical practice guidelines, educational resources, or service improvement initiatives.
- Demonstrated experience in quality improvement, audit, research, or evidence-based practice activities.
- Experience in education, mentoring, clinical supervision, or workforce capability development.
- Demonstrated ability to apply sound clinical judgement and problem-solving skills in complex and evolving clinical environments.
- Experience working collaboratively with regional and metropolitan healthcare services to coordinate care across multiple settings.
- Understanding of Family Integrated Care (FICare) principles and consumer partnership approaches within neonatal care.

Organisational relationships

Internal relationships

- Nurse Unit Managers and Associate Nurse Unit Managers
- Neonatal Medical and Nursing Teams
- Ophthalmologists and Ophthalmology Services
- Allied Health Professionals
- Clinical Nurse Educators and Clinical Support Staff
- Quality, Safety and Research Teams
- Patients, parents, caregivers, and families
- Multidisciplinary teams across The Royal Women's Hospital

External relationships

- Metropolitan and Regional Neonatal Intensive Care Units and Special Care Nurseries
- Ophthalmologists and Ophthalmology Services across Victoria
- Maternal and Child Health and Community Health Services
- Relevant government, professional, and healthcare organisations
- Transport and referral services involved in neonatal care
- Universities, education providers, and research partners (where applicable)
- Other healthcare providers involved in the ongoing care and follow-up of infants

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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	Rare
Sitting – remaining in a seated position to complete tasks	Rare
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Frequent
Trunk twisting – turning from the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Frequent
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – 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
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Occasional
Head/neck postures – holding head in a position other than neutral (facing forward)	Occasional
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.	Occasional
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	Rare
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	Constant
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Occasional

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 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.

Developed date: July 2026

Developed by: NUM – Neonatal Services

Date of next review: July 2027

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