

Position Description

Position title:	Postgraduate NICU - Registered Nurse
Department:	Neonatal Service
Classification:	RN Division 1, Grade 2 (YP3 – YP9)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Nurse Unit Manager – 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) is one of five tertiary referral centers in Melbourne, dedicated to providing specialised care for premature and critically ill newborns across Victoria. Each year approximately 1,600 premature and medically vulnerable infants 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 9 FiCare) Model, fostering collaboration between families and healthcare professionals. This approach empowers parents to become confident, knowledgeable and independent primary care givers.

Position purpose

The Postgraduate Neonatal Intensive Care Nursing Program is a one-year, clinically supported employment model designed for registered nurses seeking to advance their knowledge and clinical skills in neonatal intensive care. The program provides comprehensive education and hands-on experience in caring for critically ill newborns, equipping nurses with the expertise required to practise safely and confidently in Neonatal Intensive Care Units (NICU).

Delivered in collaboration with the university provider, the program integrates academic excellence with structured clinical training. Participants undertake postgraduate studies through La Trobe University while receiving mentorship, clinical supervision and ongoing professional development within a NICU setting. This combined approach enables nurses to apply theoretical learning in real time, strengthening clinical decision-making, technical proficiency and confidence in delivering high-quality, evidence-based neonatal care.

Registered Nurses in this program are responsible for contributing to improved health outcomes through the provision of safe, high-quality, holistic and sensitive care from admission to discharge. They work collaboratively with patients, families, and the multidisciplinary healthcare team to ensure coordinated, family-integrated care.

Key responsibilities

Clinical practice

- Provide specialised, developmentally appropriate nursing care to critically ill and premature neonates within the Neonatal Intensive Care Unit.
- Perform comprehensive and ongoing assessments, including monitoring vital signs, interpreting clinical data, and recognising early indicators of deterioration.
- Develop advanced clinical competencies such as ventilator management, medication administration, and neonatal resuscitation.
- Support medical and senior nursing staff during procedures including vascular access insertion, chest drainage, and intubation.
- Demonstrate effectiveness in making timely, evidence-based decisions to optimise outcomes for critically ill neonates.
- Apply sound clinical judgement when managing complex neonatal presentations, integrating knowledge of pathophysiology, pharmacology, and clinical assessment.

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- Work collaboratively within a multidisciplinary team to deliver holistic, family-integrated care that supports both the infant and their caregivers.
- Participate in structured mentorship, clinical supervision, and guided practice to enhance skill development and confidence.
- Engage in ongoing professional learning, reflective practice, and completion of program requirements to support progression toward independent NICU practice.
- Provide education, emotional support, and advocacy to families, promoting understanding and involvement in neonatal care.
- Practise in accordance with the Women's policies, guidelines and procedures to ensure safe, high-quality neonatal care.
- Participate in the prompt and competent management of emergencies, prioritising the safety of patients, staff and the public.
- Ensure infection prevention and control measures comply with organisational guidelines, policies and procedures.

Note: Postgraduate NICU nurses are supported throughout the program to develop these clinical skills, progressing toward safe and independent practice at the level expected of a newly qualified neonatal intensive care nurse upon program completion.

Communication and teamwork

- Accept accountability for own actions and practise within scope of competence, seeking guidance when situations exceed current knowledge or experience, and delegating aspects of care appropriately.
- Communicate clearly, respectfully and effectively with colleagues, families and the wider multidisciplinary team to support safe, coordinated neonatal care, and actively contribute to team discussions and meetings.
- Support the growth and development of others by acting as a resource to colleagues, participating in orientation, preceptorship and mentorship of students, graduate nurses and other learners within the NICU environment.

Quality, safety and improvement

- Participate in the development, review and implementation of clinical practice guidelines, policies, procedures and other quality improvement activities as required.
- Contribute to clinical audits, incident reporting and risk-management processes to support continuous improvement in patient safety and care outcomes.
- Engage actively in quality improvement initiatives aimed at enhancing standards of neonatal care and supporting evidence-based practice.
- Maintain awareness of, and work in accordance with, hospital policies and procedures including Infection Control, Occupational Health and Safety, Equal Employment Opportunity and Confidentiality requirements.
- Demonstrate an understanding of, and commitment to, the Baby Friendly Hospital Initiative (BFHI) and associated accreditation and re-accreditation processes.

Information and Data Management

- Use the Women's electronic medical record (EMR) system as required to support safe, accurate and timely documentation of neonatal care.
- Interpret neonatal health data to inform clinical decision-making and contribute to evidence-based care planning.

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- Utilise information technology effectively within the department and promote its appropriate use to enhance communication, workflow and patient care.
- Ensure accurate, complete and contemporaneous documentation in accordance with hospital policy and professional standards for clinical records.
- Maintain strict patient confidentiality and uphold all requirements related to privacy and information security.
- Stay informed by accessing hospital communications such as email updates, bulletins, ward meeting notes and communication books.
- Maintain awareness of, and adhere to, the organisation's Code of Conduct and associated requirements.

Learning and development

- Act as a positive role model and resource for junior staff within the NICU, demonstrating professionalism, clinical competence and supportive leadership.
- Contribute to clinical decision-making, problem-solving and patient advocacy, demonstrating emerging leadership skills within the multidisciplinary team.
- Support effective collaboration across disciplines to ensure coordinated, seamless care for neonates and their families.
- Participate in formal and informal education and professional development activities to maintain professional registration and ensure an up-to-date knowledge and skill base.
- Engage in self-evaluation and collaborate with the Unit Manager to develop and review an individual professional development plan
- Complete all annual mandatory competencies and training requirements within designated timeframes.
- Contribute to education and training activities, including bedside teaching, case discussions and professional development sessions for students, graduates and other learners.
- Participate in clinical research initiatives that contribute to improved neonatal care practices and outcomes.
- Apply contemporary research findings to inform clinical decision-making and support evidence-based practice.
- Support the integration of new technologies, innovations and evidence-based approaches into neonatal care.

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.
- Minimum one year of acute care nursing experience, preferably in paediatrics, neonatal care or intensive care.
- Enrolment in a postgraduate neonatal intensive care program at a partner university as part of the employment model.

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- Ability to work effectively in a high-acuity, fast-paced clinical environment while balancing academic responsibilities.

Desirable Attributes

- Strong clinical reasoning skills, with the ability to deliver high-quality care and respond effectively to complex, high-pressure neonatal situations.
- Demonstrated capacity to lead by example, support peers and make confident, well-informed decisions in challenging circumstances.
- Ability to work collaboratively within a multidisciplinary team, sharing knowledge and contributing to common goals in patient care.
- Openness to learning new skills and applying evidence-based practices in a dynamic, fast-paced clinical environment.
- Exceptional interpersonal and communication skills, including the ability to convey complex clinical information clearly and compassionately to families and healthcare teams.
- A strong commitment to advocating for the wellbeing of neonates and their families, ensuring their needs and rights are prioritised.
- Enthusiasm for continuous learning, participation in research and engagement in clinical education and career development activities.
- Ability to maintain professionalism, empathy and emotional resilience in difficult or sensitive situations.
- Strong organisational skills, with the ability to prioritise tasks, manage workload effectively and balance clinical duties with academic and professional development commitments.
- Embodies the Women's values of courage, passion, discovery and respect— demonstrating courage in facing challenges, passion for neonatal care, a discovery mindset that embraces learning and innovation, and respect for patients, **families and colleagues**.

Organisational relationships

Internal relationships

- Clinical Directors – Neonatal Services (Nursing and Medical)
- Nurse Unit Managers
- Associate Unit Managers
- Clinical Nurse Consultant
- Clinical Education Team
- Multidisciplinary teams
- Staff from other hospital departments
- Neonatal patients, their parents, partners and family members accessing the unit

External relationships

- Relevant external organisations
- Other healthcare providers
- Partner universities involved in postgraduate neonatal intensive care education

Inherent requirements

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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	Frequent
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	Occasional
Trunk twisting – turning from the waist to complete tasks	Occasional
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	Occasional
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Occasional
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	Occasional
– moderate push / pull forces 10 – 20 kg	Occasional
– heavy push / pull forces over 20 kg	Occasional
Reaching – arm fully extended forward or raised above shoulder	Occasional
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.	N/A
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	Occasional
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
Job demands – high workload, tight deadlines, and competing priorities	Occasional
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Occasional
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
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.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

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: February 2026

Developed by: Nurse Unit Manager

Date of next review: February 2027

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