

Position Description

Position title:	Registered Nurse/ Registered Midwife (Special Care & High Dependency)
Department:	Neonatal Services
Classification:	RN/RM Grade 2
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Nurse Unit Managers – 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 1,800 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 (FiCare) Model, fostering collaboration between families and healthcare professionals. This approach empowers parents to become confident, knowledgeable and independent primary care givers.

Position purpose

In Neonatal Services, Registered Nurses and/or Midwives play a vital role in improving health outcomes by delivering safe, high-quality, and holistic care from admission through to discharge. They work in close partnership with families, consumers, and the broader healthcare team to ensure continuity and excellence in care.

Neonatal Nurses and Midwives, trained in Special Care (SCN) and High Dependency (HDU), provide specialised, family-integrated care to infants who are premature, unwell, or have complex needs. They assess, plan, implement, and evaluate care in collaboration with the multidisciplinary team, while fostering a nurturing and developmentally supportive environment. These nurses also empower families through education, advocacy, and active involvement in care, promoting the best possible start to life.

Key responsibilities

Clinical practice

- Deliver nursing care to premature and unwell neonates requiring SCN and HDU level of care, ensuring safe, developmentally appropriate, and responsive care.
- Administer and monitor respiratory support modalities, including Continuous Positive Airway Pressure (CPAP) and High-Flow Nasal Prong (HFNP) therapy, in line with neonatal protocols and individualised care plans.
- Implement and support treatments and care according to documented orders and decisions by the multidisciplinary team
- Conduct thorough assessments and monitor vital signs and clinical parameters, identifying early signs of deterioration and initiating timely interventions.
- Demonstrate sound clinical judgement incorporating neonatal pathophysiology, pharmacology, and evidence-based practice.
- Provide specialised feeding support, including breastfeeding expertise, in collaboration with Lactation Consultants.
- Promote and deliver FiCare principles, encouraging active family participation in care planning, daily routines, and decision-making.
- Facilitate discharge education, ensuring families are confident and well-prepared for transition to home or community care.

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Communication and teamwork

- Communicate clearly and compassionately with families, translating complex clinical information into understandable language.
- Support families through education, emotional reassurance, and advocacy, fostering trust and inclusion.
- Participate in handovers and ward rounds to ensure continuity and quality of care.
- Actively contribute to team development by preceptoring and mentoring students, graduates, and new staff.
- Accept accountability for own practice and seek guidance when needed, delegating appropriately.

Quality, safety and improvement

- Engage in clinical audits, incident reporting, and risk management strategies to enhance patient safety and care quality.
- Approach changes in practice with flexibility and a positive attitude, recognising your role in enhancing care quality and patient outcomes.
- Uphold hospital standards by adhering to policies and procedures related to Infection Control, Occupational Health and Safety (OH&S), Equal Employment Opportunity, and Confidentiality.
- Demonstrate understanding of and commitment to the Baby Friendly Hospital Initiative (BFHI), including participation in re-accreditation processes and promotion of BFHI-aligned practices.

Information and data Management

- Use the Women's electronic medical record (EMR) system to accurately document and access patient information relevant to neonatal care.
- Interpret neonatal health data to support safe and informed clinical decision-making.
- Maintain accurate and timely documentation in line with hospital policy and clinical record standards.
- Ensure patient confidentiality and data security are upheld at all times.
- Use information technology appropriately and promote its effective use within the department.
- Stay informed by regularly accessing hospital communications such as emails, bulletins, ward meeting notes, and communication books.
- Follow the hospital's code of conduct regarding email, internet use, and digital communication.

Safe practice and environment

- Work in accordance with the Women's policies, guidelines, and procedures to ensure safe and consistent care delivery.
- Respond promptly and competently to emergencies, prioritising the safety of patients, families, staff, and visitors.
- Ensure infection control practices within the team align with organisational policies and procedures, maintaining a clean and safe clinical environment.

Learning and development

- Engage in ongoing professional education and reflective practice to maintain high standards of neonatal care.

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- Participate in formal and informal education and professional development activities to maintain registration and keep clinical knowledge current.
- Engage in self-reflection and professional development planning in collaboration with the Associate Nurse Unit Managers and Nurse Unit Managers.
- Complete annual mandatory competencies as required by the organisation.
- Contribute to clinical research and quality improvement initiatives where appropriate, supporting evidence-based improvements in neonatal care.

Advocacy

- Advocate for infants and their families, ensuring their needs, rights, and best interests are prioritised in all aspects of care.
- Support FICare by providing education, reassurance, and emotional support to parents and caregivers throughout their neonatal journey.
- Deliver ethical and culturally sensitive care, encouraging active family involvement in decision-making and fostering a respectful, inclusive environment.

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/ Registered Midwife, Grade 2 or above.
- Demonstrated experience in neonatal care across Special Care Nursery (SCN) and High Dependency Unit (HDU) settings.
- Ability to work effectively in a high-acuity, fast-paced clinical environment.
- Availability to work across a rotating roster, including weekends and public holidays.

Desirable:

- Completion, or enrolment in, a postgraduate (specialist) certificate in neonatal nursing.
- Credentialing in lactation support or demonstrated expertise in breastfeeding support.
- Demonstrated skills in preceptoring and supporting learners

Attributes:

- Strong clinical reasoning and ability to manage complex situations.
- Confident decision-maker and supportive team member under pressure.
- Collaborative and committed to shared goals in multidisciplinary care.
- Open to learning and applying evidence-based practices.
- Clear, compassionate communicator with families and colleagues.
- Advocates for infants and families with empathy and respect.
- Engaged in ongoing learning, education, and research.
- Professional and emotionally resilient in challenging situations.
- Organised and able to balance clinical, academic, and developmental demands.
- Demonstrates the Women's values of Courage, Passion, Discovery, and Respect.

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Organisational relationships

Internal relationships

- Director - Neonatal Services
- Nurse Unit Managers (Team A and Team B)
- Clinical Nurse Consultant(s)
- Associate Unit Manager Team
- Clinical Education Team
- Multidisciplinary teams
- Other department staff members
- Neonatal patients, parents, and family members

External relationships

- Relevant external organisations
- Other healthcare providers

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out 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

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Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
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

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: January 2026

Developed by: Neonatal Services - Nurse Unit Managers

Date of next review: January 2027

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