

POSITION DESCRIPTION

Position Title:	Neonatal and Postnatal Support Nurse (NPSN)
Business Unit/Department:	Maternity Services
Division:	Women's & Children's Services
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 Year 2 – Year 8 (RN/M 2-8)
Reports To:	Midwife Unit Manager
Direct Reports:	N/A
Date Prepared/Updated:	6 July 2026

Position Purpose

The Neonatal and Postnatal Support Nurse (NPSN) is a 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 alongside midwives, the NPSN will support and provide care for a defined group of newborns in the postnatal ward requiring additional clinical care. This dedicated role is in addition to existing midwife to patient ratios and is expected to provide support for midwives caring for neonates with additional care needs, reducing the separation of mothers and babies. Importantly this role is designed to complement and support established midwifery care.

As a member of the health care team, the NPSN is a Registered Nurse (RN) who is at the forefront of the provision of high-quality nursing care to consumers on a day-to-day basis.

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 Western Health and practice in alignment.

The role of the RN, working within a multidisciplinary team, incorporates the following activities: unsupervised clinical practice, coordination of care, counselling, health promotion and teaching, consumer advocacy, collaborative consumer and unit management, research, supervision and mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

The RN will contribute to providing quality health and well-being services for our consumers demonstrating novice to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

Our Vision

Together, we deliver the healthcare of the future
Simple – Sustainable – Connected – Innovative

Business Unit Overview

The Division of Women's & Children's Services at Western Health is responsible for the provision of inpatient and ambulatory care across Maternity, Gynaecology, Neonatal and Paediatric Services. The Division provides both elective and emergency care and aims to ensure the provision of safe, coordinated, person-centred, right care through a consistent, multi-disciplinary partnership approach. The Division of Women's & Children's Services continues to expand and develop to meet the Western region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements. The new purpose-built Joan Kirner Women's and Children's Hospital, continues to support the growth of the service.

In 2021/22:-

- More than 6,500 babies were born; on average
- 18 babies per day. More than 400 babies were born at Bacchus Marsh Hospital
- More than 1,700 neonates accessed Newborn Services
- More than 2,750 women accessed inpatient Gynaecology services
- More than 2,600 children were admitted
- More than 21,500 children were cared for in the Sunshine Hospital Emergency Department
- More than 110,000 episodes of ambulatory care were provided

The Division of Women's & Children's Services provides care across a number of sites within the Western catchment, predominantly at Sunshine, but also at Bacchus Marsh, Sunbury and within the local community. The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care. The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities



Leadership

- Work collaboratively within the midwifery team model of care using delegation, supervision, coordination, consultation and referrals
- Take accountability for own actions and others under direction and sphere of responsibility
- Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations
- Lead by example, and motivate staff to strive for excellence
- Demonstrate initiative in supporting early career and less experienced staff
- Contribute to peer feedback and engage in appraisals for early career staff, as directed by your manager
- Work within and towards the Nursing and Midwifery Workforce Plan



Research

- Use evidence to support improvement to consumer care and practice
- Be curious about ways to improve practice and outcomes
- Promote evidence based practice and share findings at internal and external forums
- Participate in quality and research projects as appropriate



Evidence Based practice

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Be familiar with local and organisational policies, procedures and guidelines
- Contribute to adverse event investigations, and undertake individual and team-based reflective practice

Our Vision

Together, we deliver the healthcare of the future
Simple – Sustainable – Connected – Innovative

- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in midwifery practice
- Participate in new initiatives to enhance consumer outcomes and experience, or staff employment outcomes and experience
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities



Education & Learning

- Participate in ongoing learning opportunities
- Contribute to the updating of educational information provided to women, and their families and carers
- Support new staff through the orientation buddy role or formal preceptorship
- Showcase work and improvement activities
- Provide timely informal and formal feedback to students, early career and novice staff
- Exchange and share information with colleagues via informal or formal forums such as huddles, in-services, presentations, education forums, team meetings.



Clinical expertise

- Assess the clinical, non-clinical and social needs, including the identification of 'at risk' women and babies and record with appropriate and accurate documentation in the consumers history and care plan and implement consumer specific risk minimisation strategies
- Demonstrate accountability and responsibility for care delivered
- Recognise changes in consumers' condition and take necessary action including reporting and escalation seeking appropriate assistance
- Accurately reflect the woman's and babies requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Effectively develop discharge plans that reflect the needs of women, babies, families and their significant others and demonstrates an understanding of the role of community providers
- Role model best practice and reference latest research
- Identify clinical practice improvement opportunities and discuss with your manager
- Perform other midwifery duties as required

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Divisional Director
- Operations Manager
- Director of Nursing & Midwifery
- Midwife Unit Manager
- Associate Midwife Unit Managers
- Other midwifery staff
- Allied health
- Unit medical officers

External:

- Consumers, families and others as required

Selection Criteria

Our Vision

Together, we deliver the healthcare of the future
Simple – Sustainable – Connected – Innovative

Essential • Current registration as a Registered Midwife with AHPRA • Experience as a Registered Midwife in an acute hospital setting • Possess excellent clinical skills • 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 • Demonstrate an ability to practice collaboratively as part of a multi-disciplinary health care team • Demonstrate evidence of undertaking professional development activities to maintain and enhance midwifery expertise • A commitment to high quality, safe and person-centred care Desirable • Specialty practice experience • Post graduate qualifications relevant to area of practice • 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, women's health or a related field.
Additional Requirements All employees are required to: • Obtain a police / criminal history check prior to employment • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health • Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022 • Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
General Information • Redeployment to other services or sites within Western Health may be required

Our Vision

Together, we deliver the healthcare of the future
Simple – Sustainable – Connected – Innovative

- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

Our Vision

Together, we deliver the healthcare of the future
Simple – Sustainable – Connected – Innovative