

POSITION DESCRIPTION

Position Title:	Clinical Practice Improvement Specialist – Neonatal
Business Unit/Department:	Neonatal Services
Division:	Women's and Children's Division
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Registered Nurse Grade 4A Y1 - YW17
Reports To:	Operational: Operations Manager –Gynaecology, Paediatrics & Newborn Services Professional: Director of Nursing and Midwifery
Direct Reports:	Nil
Date Prepared/Updated:	5 December 2025

Position Purpose

The Clinical Practice Improvement Specialist (CPIS) position is a role for a professional clinical facilitator who will provide assistance and oversight in the planning, delivery, implementation and evaluation of clinical improvement strategies. The CPIS – Neonatal will be required to work across all areas of neonatal care, inclusive of emergency, inpatient and ambulatory services. The CPIS will work collaboratively across Women's and Children's service teams to ensure agreed clinical improvement deliverables are achieved in an effective and efficient manner. The CPIS is an advanced clinical nurse who stimulates enquiry, reflection and the use of evidence in clinical practice to promote Best Care whilst incorporating excellence in family centred and advanced practice change.

The incumbent will have demonstrated abilities in delivering and managing clinical improvement initiatives and clinical practice guideline/policy/procedure development through:

- Effective leadership.
- Monitoring and management.
- Robust and effective evaluation methodology.
- Staff development and human resources functions.
- The ability to work independently, to deadlines and have a high level of self-motivation.

The CPIS is responsible for the management of specific projects as delegated and agreed.

This position will foster a culture of inclusiveness, flexibility, accountability and innovation. This role will work collaboratively to implement clinical improvements and concepts that support service developments that are strategic and patient focused. Participation in appropriate forums will be undertaken to improve and

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<p>disseminate knowledge and experience. This role will assist to bridge the gap between policy and clinical practice.</p> <p>The CPIS role will:</p> <ul style="list-style-type: none"> • Identify key service and practice improvement requirements and work collaboratively with the Women's and Children's Leadership team, nurses, midwives, medical and the multidisciplinary team to maximise patient safety and supportive professional relationships. • Oversee the development and implementation of clinical practice guidelines/policies/procedures. • Assist local clinical services to implement strategies to embed evidenced based recommendations into clinical practice. • Provide reports to relevant committee / groups on improvement initiatives, progress and outcomes. • Promote a culture of collaborative improvement and innovation. • Initiate, manage, oversee and evaluate the delivery of area projects. • Build and maintain positive relationships with key stakeholders, ensuring adequate consultation and communication. • Develop options for implementing innovative strategies based on organisational priorities and the divisional business plan to facilitate a partnership approach to working with a diverse and varied stakeholder base. • Facilitate the delivery of relevant specific education, training and professional support in relation to each strategic initiative. • Assist in evaluation to demonstrate the value and impact of the service improvements. • Work in collaboration with area managers to provide facilitated learning and leadership at unit level to develop high quality clinical care skills with staff.
<p>Business Unit Overview</p> <p>The Division of Women's & Children's Services at Western Health is responsible for the provision of inpatient and ambulatory care across Maternity, Women's Health, Neonatal and Paediatric Services. The Division provides both elective and emergency care and aims to ensure the provision of safe, coordinated, person-centred and right care through a consistent, multidisciplinary partnership approach.</p> <p>Women's & Children's Services provides care across several sites within the Western catchment, predominantly at Sunshine, but also at Sunbury, Bacchus Marsh, Melton and within the community. The service collaborates across a multiple divisions within Western Health and partners with external health services and community services to ensure Best Care.</p> <p>The Neonatal Unit has physical capacity for 39 cots, with current state funding supporting 30 cots distributed with 18 NICU/HDU cots and 12 SCN cots.</p> <p>The Women's and Children's 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.</p>
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Work collaboratively to achieve desired outcomes for the organisation. • Ensure relationships with colleagues, patients and consumers are professional and ethical, and that cultural differences are respected. • Ensure an excellent standard of service is offered by partnering with patients, consumers and the community at all levels of health care provision, planning and evaluation. • Collaborate with stakeholders to create and manage clinical service improvement scope, design, project planning and schedule. • Support clinical teams and all project sponsors and stakeholders.

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- Ensure exemplary service is delivered across the relevant projects and duties you are involved with across the wider organisation.
- Responsibility for risk management including identifying risks in time that allows developing and applying risk mitigation strategies.
- Managing and mentoring staff and wider stakeholders, where appropriate, to deliver key requirements for service improvement initiatives.
- Liaising with appropriate stakeholders to support and contribute to quality and continuous improvement activities.
- Participate in relevant professional and leadership development and continuing education activities.
- Assist in the development of employees by providing supervision, coaching and mentorship.
- Managing allocated clinical service improvements to ensure that timelines are met, issues and risks are identified and appropriately managed, costs are managed within budget, appropriate reporting is provided and deliverables are of high quality and meet expectations.
- Providing progress monitoring and reporting updates on clinical improvement strategies that the CPIS is assigned responsibility for and other duties relevant to the role that may arise.
- Resource management including: effective and efficient identification and collaborative deployment and utilisation of resources.

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:

- Executive Director Nursing & Midwifery
- Divisional Directors
- Clinical Service Directors
- Operations Managers
- Directors of Nursing / Midwifery
- Nurse/Midwife Managers & Associate Nurse/Midwife Unit Managers
- Members of the education team
- CNC/CMC Roles
- W&C CPIS Roles
- Undergraduate nurse/midwives
- Best Care Governance and Support team
- People and Culture Services
- Medical and Allied Health staff relating to areas
- Heads of Units
- Unit/Ward team

External:

- Patients/consumers and significant others
- Community partners/liaison
- Department of Families, Fairness and Housing (DFFH) – formally DHHS
- Primary care partners

Selection Criteria

Essential

- Demonstrated clinical improvement competence, reflecting a positive can do approach.
- Registration with AHPRA as a Registered Nurse.
- Postgraduate qualification in neonatal intensive care and relevant clinical experience.
- Minimum four (4) years post registration experience in a neonatal setting.

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- Demonstrated guideline development skills.
- Demonstrated ability to lead and manage people.
- A compassionate and respectful approach to effective liaison and coordination of stakeholder (internal & external) relationships.
- Proven history of forging strategic partnerships to endure delivery of high quality clinical outcomes and service improvement initiatives.
- Experience in facilitating groups and workshops.
- Demonstrated risk and issue management skills.
- Demonstrated reporting skills.
- Demonstrated effective interpersonal and written communication skills including negotiation skills.
- Demonstrated ability to practice collaboratively within a multidisciplinary health care team.
- Ability to work within an evidence based framework.
- Be innovative, resourceful and adaptable to change.
- Demonstrated computer literacy.

Desirable

- Demonstrated experience in the delivery of women's and/or children's specific projects.
- Membership of relevant professional organisation(s).
- Knowledge of business, systems and process redesign.

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), 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
- 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
- Employment terms and conditions are provided according to relevant award/agreement

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- 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.](#)

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