

## POSITION DESCRIPTION

<b>Position Title:</b>	Neonatal Education Fellow
<b>Business Unit/Department:</b>	Newborn Services
<b>Division:</b>	Women's & Children's Services
<b>Award/Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	HM25 to HM30
<b>Reports To:</b>	Chief Medical Officer Head of Neonatology - Newborn Services
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	4 December 2025

<b>Position Purpose</b>
<p>The purpose of the Neonatal Education Fellow position is to provide teaching and research opportunities in medical education and to support senior neonatal trainees pursuing postgraduate certification or higher degrees in clinical and simulation education or educational research.</p> <p>Newborn Services offers a highly supportive and education-focused environment for senior neonatal trainees seeking to develop expertise in medical education. The Neonatal Education Fellow will be embedded within a rapidly growing neonatal unit and supported by a multidisciplinary education team, including consultant neonatologists with postgraduate qualifications in education and experienced neonatal nurse educators, providing structured mentorship, supervision, and protected time for development.</p> <p>The position comprises the following training opportunities within the Newborn Services unit:</p> <ul style="list-style-type: none"> <li>• Supervision for candidates who are pursuing a postgraduate certificate or higher degree in clinical education, clinical simulation, or educational research programs (e.g. EXCITE / Master of Clinical Education program through the University of Melbourne, Master of Health Professions Education and Clinical Simulation through Monash University).</li> <li>• Develop program coordination and facilitation skills in simulation-based education: receive training in facilitating the NeoResus program, weekly in-situ simulation training in management of deteriorating patients, cross-disciplinary training with anaesthetics and obstetrics in crisis management, translational simulation, and participate in the Western Health simulation community of practice training activities.</li> <li>• Deliver clinical teaching to medical students: facilitate tutorials, bedside teaching, simulations and participate in medical student assessments.</li> <li>• Mentoring and supervision: provide mentorship and support for final year medical students rotating through their neonatal term.</li> <li>• Participate in program and curriculum development: be a part of the neonatal education team and contribute to innovative development of the medical and interprofessional education program and activities.</li> <li>• Lead education initiatives: organise and help coordinate programs such as the Melbourne Neonatal Fellowship Program training day, and orientation week.</li> </ul>

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<p>In addition, the Neonatal Education Fellow will undertake clinical service in NICU, SCN, PNW and follow up clinics under the supervision and direction of the Duty Consultant or Head of Unit.</p> <p>Come join our team to share in the exciting and unique opportunity to gain additional skills in a protected and supportive environment. At Newborn Services we strive to excellent training and successful applicants for the Neonatal Education Fellow position can expect:</p> <ul style="list-style-type: none"> <li>• Rostered time dedicated to delivering educational initiatives, training, and completion of their educational project/research work</li> <li>• Support and direct supervision from an education lead neonatal supervisor</li> <li>• Support and inclusion from the wider neonatal education team</li> </ul>
<p><b>Business Unit Overview</b></p>
<p>Western Health is one of the largest providers of maternity services in Victoria, delivering approximately 7000+ women annually at Sunshine Hospital. The service is supported by specialist obstetricians and gynaecologists, anaesthetists, registrars and HMOs. The service provides pregnancy care, labour and birth, postnatal and in home care services for pregnant women and their families. The specialist Maternal Fetal Medicine service is rapidly expanding to support the growth in both birth numbers and complexity of the Western suburbs of Victoria. Western Health supports medical student education with students from The University of Melbourne and Notre Dame.</p> <p>In 2019 the Joan Kirner Women’s and Children’s Hospital opened with access to 20 birthing rooms and the opening of neonatal intensive care facilities. The Neonatal Unit is currently funded to 30 cots; 18 NICU/HDU cots and 12 SCN cots. Newborn Services has a strong research track record, related to point of care ultrasound, early preterm respiratory care, neurodevelopmental care and advanced respiratory support.</p> <p>The Maternity and Neonatal services are also linked to a busy and growing Paediatric service, including a dedicated Paediatric Emergency Department, Children’s Ward, Paediatric Outpatient service and Children’s Allied Health service. There are significant interactions and cross-dependencies between the Neonatal Unit and these other services.</p>
<p><b>Key Responsibilities</b></p>
<ul style="list-style-type: none"> <li>• Undertake clinical service in Newborn Services and outpatient neonatal follow up clinics under the supervision and direction of the Duty Consultant</li> <li>• Work and train under the supervision of Newborn Service’s education lead supervisors to design, implement and deliver high-quality educational activities.</li> </ul> <p>In addition to the key responsibilities specific to your role, you are required to deliver on the <a href="#">Key Organisational Accountabilities</a> which are aligned with the Western Health strategic aims.</p>
<p><b>Key Working Relationships</b></p>
<ul style="list-style-type: none"> <li>• Clinical staff including medical, nursing, and allied health</li> <li>• Patient support and administrative staff</li> <li>• Medical Workforce Unit</li> <li>• Medical Education Unit</li> </ul>
<p><b>Selection Criteria</b></p>
<ul style="list-style-type: none"> <li>• A medical qualification recognised in Victoria, Australia</li> <li>• Current medical registration</li> <li>• The successful applicant will have at least 12 months of experience in a level 6 (or equivalent) neonatal intensive care unit.</li> <li>• Ability to work as part of a team</li> </ul>

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- Commitment to professional development

### 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 and sites within Western Health may be required
- 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: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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