

POSITION DESCRIPTION

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

Position Purpose

The role of the Neonatal Quality Improvement (QI) fellow will be to implement and lead quality improvement initiatives within the unit. This will involve specific training in quality improvement methodologies, with the opportunity to become an educator in this field. There will be protected time for training and supervision. In addition, the Neonatal QI Fellow will undertake clinical service in NICU and SCN under the supervision and direction of the Duty Consultant or Head of Unit.

The position comprises the following training opportunities within the Newborn Services Unit:

- Undergo training in quality improvement methodologies, including working towards facilitator status with Evidence-based Practice for Improving Quality (EPIQ) framework
- Initiate and lead a quality improvement initiative to improve practice within our unit
- Participate in monthly Newborn Services departmental quality meetings
- Provide and consolidate skills in the acute management of neonatal patients in the delivery room setting as well as later presentations of acutely ill newborns
- Participate in multidisciplinary neonatal follow up clinics
- Participate in unit educational activities
- Develop leadership skills in the supervision and teaching of junior medical staff and medical students

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 QI Fellow Position can expect:

- Rostered time dedicated to training and implementing quality improvement initiatives
- Direct supervision from a quality improvement lead neonatal supervisor
- Support and inclusion from the wider quality improvement working group

Our Vision

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Business Unit Overview

Newborn Services at Joan Kirner Women's and Children's, Sunshine Hospital has a well-established Quality Improvement Group dedicated to improving safety and quality of care for our patients and their families. The Neonatal QI fellow is an exciting position for trainees nearing completion to join this team, gaining skills and qualifications in quality improvement and leading quality improvement initiatives. The Neonatal QI Fellow will also take part in the clinical roster.

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.

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. There are plans for a phased transition to a 39-cot facility inclusive of 6 neonatal intensive care 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.

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.

Key Responsibilities

- Work under the supervision of QI Neonatologists to train and develop skills in quality improvement methodologies
- Undergo training in quality improvement methodologies
- Initiate and lead quality improvement initiatives
- Undertake clinical service in Newborn Services and outpatient neonatal follow up clinics under the supervision and direction of Duty Consultant

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

- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current medical registration
- The successful applicant will have at least 12 months of experience in a level 6 (or equivalent) neonatal intensive care unit.
- Ability to work as part of a team
- Commitment to professional development

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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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