

## POSITION DESCRIPTION

<b>Position Title:</b>	Specialist Neonatal Medical Officer
<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>	HM12 to HM16
<b>Reports To:</b>	Chief Medical Officer Head of Neonatology – Newborn Services
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	1 May 2024

### Position Purpose

The role of the Specialist Neonatal Medical Officer (SNMO) is to provide clinical management of patients and undertake clinical duties for the Unit under the supervision and direction of the Department Head of Unit or duty Consultant. The 6–12-month positions comprise the following training opportunities within the Newborn Services Unit:

- Enhance skills in acute management of neonatal patients in both the delivery room setting as well as later presentations of acutely ill infants.
- Develop knowledge of common newborn clinical presentations – both acute and non-acute.
- Develop procedural skills in relation to the intensive care management of newborn infants.
- Develop skills in relation to the support of preterm newborn infants.
- Participate in unit educational and quality activities.

These positions are most suited to applicants who plan a career in paediatrics.

Applications are invited from dynamic and enthusiastic trainees for positions at the new Joan Kirner Women's and Children's at Sunshine Hospital, Newborn Services at Joan Kirner - Sunshine Hospital aims for excellence in neonatal paediatric training.

The successful applicant(s) for the Specialist Neonatal Medical Officer positions can expect:

- Well supervised clinical training in neonatology
- Exposure to an extensive teaching programme

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## Business Unit Overview

Women's and Children's Services provide quality health care for women and children from birth to adolescence. The model is patient- and family- focused and utilises a multidisciplinary approach to patient management.

Sunshine Hospital is the largest provider of Women's and Children's services in the Western suburbs of Melbourne, the birth rate is currently over 6500pa. The Neonatal Unit is one of the 5 Neonatal Intensive Care Units in Victoria. The neonatal unit comprises a total of 30 cots including 6 Intensive Care, High Dependency cots and Special Care cots.

We have an active perinatal service that deals with complex fetomaternal issues and we are actively involved in the counselling and planning/provision of postnatal care. We have a wide range of paediatric subspecialty input including cardiology, neurology, endocrinology and access to neuroimaging.

The department comprises 10 Staff Specialist Neonatologists, 21 Specialist Neonatal Medical Officers (Registrars and Fellows). The HMOs and registrars are well supervised by Consultants, and are involved in provision of acute care to babies at delivery and in the NICU, as well as post-natal ward and OP management. There is an active, structured teaching program which includes a neonatal simulation program. Neonatologists are readily available for direct support and are on site 24/7.

The Medical Workforce Unit is responsible for the recruitment, administration, education & training and support of junior medical staff at Western Health. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit policies.

## Key Responsibilities

- Work under the supervision and support of the Head of Unit, Receiving Consultant, Registrars or Fellows to further develop general clinical and decision-making skills
- Perform unit duties as delegated by the Unit Head, Receiving Consultant, Registrars or Fellows in accordance with Western Health policies and procedures and relevant legislation
- Ensure notification to the appropriate consultant of patients referred to the Department, and provision of initial assessment of referred patients
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Provide day to day clinical management of patients and ensure attendance at ward rounds
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations
- Accurately reflect the patient's 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
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual
- Provide clinical handovers
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings

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- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Participate in on-going assessment of competencies via college assessment forms
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required
- Cover other Units as part of the after-hours roster or as requested by the Medical Workforce Unit
- Perform other duties as delegated by the Unit Head or 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

#### Internal:

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

#### External:

- Retrieval and tertiary paediatric services

### Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current Australian medical registration
- 6 months experience in paediatrics
- Clinical competence as required for level of position
- Ability to work as part of a team
- 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

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- 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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