

## POSITION DESCRIPTION

<b>Position Title:</b>	Neonatal Clinical Fellow
<b>Business Unit/Department:</b>	Newborn Services
<b>Division:</b>	Women's and Children's
<b>Award/Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement 2022-2026
<b>Classification:</b>	HM25 – HM30
<b>Reports To:</b>	Chief Medical Officer Head of Neonatology, Newborn Services
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	2/05/2023

### Position Purpose

These are 12 month positions that will allow the applicant to develop and progress their skills in the care of the unwell newborn. The Neonatal Clinical Fellow will undertake clinical service in NICU, SCN and multidisciplinary Follow up clinics under the supervision and direction of the Duty Consultant or Head of Unit.

The successful applicant will have at least 12 months of experience in a level 6 (or equivalent) neonatal intensive care unit. These positions are accredited for Advanced Training in Neonatal and Perinatal Medicine by the Royal Australian College of Physicians - for six months core perinatal training and 6 months non-core training.

Come and join our team to share in the exciting and unique opportunity to gain and enhance skills in a protected and supportive environment. At Newborn Services we strive to provide excellent training and the successful applicants for the Neonatal Clinical Fellow Position can expect the following training opportunities within the Newborn Services Unit:

- Enhance and consolidate skills in the acute management of neonatal patients in the delivery room and NICU settings as well as later presentations of acutely ill newborns.
- Participate in multidisciplinary neonatal follow up clinics.
- Participate in unit educational and quality activities.
- Develop leadership skills in the supervision and teaching of junior medical staff and medical students.
- Develop skills in research with opportunities and support for research projects
- Experience a well supported service by Paediatric subspecialists including Cardiology, Neurology and Radiology

### Business Unit Overview

Newborn Services at Joan Kirner Women's and Children's, Sunshine Hospital is accredited for training in [Neonatal – Perinatal medicine](#).

### Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment

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 5 Neonatal Intensive Care Units in Victoria. The neonatal unit comprises a total of 30 cots including Intensive Care, High Dependency and Special Care.

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). Neonatologists are readily available for direct support and are on site until 24/7.

They are involved in provision of acute care to babies at delivery and in the NICU, as well as post-natal ward management. There is an active, structured teaching program which includes a neonatal simulation program. 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 information are provided to junior medical staff at the commencement of their rotation within each unit

### Key Responsibilities

- Undertake clinical service in Newborn Services and outpatient neonatal follow up clinics under the supervision and direction of the Duty Consultant and Head of Unit to further develop clinical and decision-making skills.
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual
- 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
- 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
- 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
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- 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

## Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment

- 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

### 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

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment

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, Caring for the West**  
*Patients – Employees – Community – Environment*