

POSITION DESCRIPTION

Position Title:	Registered Nurse/Midwife
Business Unit/Department:	Women's Specialist Clinics
Division:	Women's & Children's Services
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 - Year 2 to Year 8 (RN/M2-8)
Reports To:	Nurse Unit Manager or Nurse in Charge
Direct Reports:	N/A
Date Prepared/Updated:	04 August 2026

Position Purpose

The role of the Registered Nurse or Midwife (RN/RM), working within a multidisciplinary team, incorporates the following activities: unsupervised clinical practice, coordination of care, counselling, health promotion and teaching, consumer advocacy, collaborative consumer and unit management, research, supervision and mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

The RN/RM will contribute to providing quality health and well-being services for our consumers demonstrating novice to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

Business Unit Overview

The Division of Women's & Children's Services at Western Health is responsible for the provision of inpatient and ambulatory care across Maternity, Gynaecology, Neonatal and Paediatric Services. The Division provides both elective and emergency care and aims to ensure the provision of safe, coordinated, person-centred, right care through a consistent, multi-disciplinary partnership approach.

The Division of Women's & Children's Services continues to expand and develop to meet the Western region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements. The purpose-built Joan Kirner Women's and Children's (JKWC) Building at Sunshine Hospital, and the delivery of services at Bacchus Marsh Hospital following amalgamation continues to support the growth of the service, with planning commenced for the New Melton Hospital in 2029 providing services for women and children.

In 2024/25 in the Women's & Children's Divisions activity included more than:

- 7,983 total babies were born: on average 21-22 babies per day
- 7,199 babies were born at Sunshine Hospital
- 784 babies were born at Bacchus Marsh Hospital
- 1,512 neonates accessed Newborn Services
- 3,062 women accessed inpatient Gynaecology services
- 4,149 children were admitted

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- 29,985 children were cared for in the Sunshine Hospital Emergency
- 160,208 episodes of ambulatory care were provided

The Women's & Children's Division provides care across a number of sites within the Western catchment, including Sunshine, Bacchus Marsh, Melton and Sunbury. The Division collaborates with several other Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care for our community.

The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne

The Department of Obstetrics and Gynaecology has over 30 specialists and 24 registrars. Whilst most specialists are general obstetricians and gynaecologists, subspecialty services include gynaecological oncology, urogynaecology, maternal fetal medicine, COGU and infertility. There is a team of advanced laparoscopic surgeons and specialists with an interest in sexual and reproductive health, colposcopy, EPAS and adolescent gynaecology. We have over 55 theatre lists per month.

Key Responsibilities



Leadership

- Work collaboratively within the midwifery/nursing team model of care using delegation, supervision, coordination, consultation and referrals
- Take accountability for own actions and others under direction and sphere of responsibility
- Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations
- Lead by example, and motivate staff to strive for excellence
- Demonstrate initiative in supporting early career and less experienced staff
- Contribute to peer feedback and engage in appraisals for early career staff, as directed by your manager
- Work within and towards the Nursing and Midwifery Workforce Plan



Research

- Use evidence to support improvement to consumer care and practice
- Be curious about ways to improve practice and outcomes
- Promote evidence based practice and share findings at internal and external forums
- Participate in quality and research projects as appropriate



Evidence Based Practice

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Be familiar with local and organisational policies, procedures and guidelines
- Contribute to adverse event investigations, and undertake individual and team-based reflective practice
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in midwifery/nursing practice
- Participate in new initiatives to enhance consumer outcomes and experience, or staff employment outcomes and experience
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities



Education & Learning

- Participate in ongoing learning opportunities

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- Contribute to the updating of educational information provided to patients and consumers, and their families and carers
- Support new staff through the orientation buddy role or formal preceptorship
- Showcase work and improvement activities
- Provide timely informal and formal feedback to students, early career and novice staff
- Exchange and share information with colleagues via informal or formal forums such as huddles, inservices, presentations, education forums, team meetings.



Clinical Expertise

- Provide evidence-based knowledge to the termination of pregnancy service within women's health across Western Health.
- Delegate to employees rostered for each shift, the delivery of consumer care on the basis of workload prioritisation and employees' level of experience
- Supervise employees and act appropriately to immediately manage any behaviour that does not meet policy and procedure, ensuring safe consumer care
- Facilitate and perform nursing interventions within professional standards and boundaries and ensure all employees adhere to the same standards
- Evaluate the quality of service provision through the comparison of consumer outcomes against key performance indicators relevant to the specialised nature of the clinical area
- Coordinate, direct and, where appropriate, provide consumer care as outlined in the key accountabilities for a Registered Nurse
- Coordinate discharge planning in liaison with medical and allied health as well as hospital/community services
- Role model best practice and reference latest research
- Identify clinical practice improvement opportunities and discuss with your manager
- Participate in the development of the clinical area business and submission of proposals for grant/special projects funding where required
- Contribute to the maintenance of records relating to consumer throughput, bed utilisation, employee utilisation and management of consumable and non-consumable items, as requested
- Participate in the analysis and management of the ward/unit budget and review, analyse and monitor relevant KPI's as requested
- Ensure accuracy of RosterOn on a daily basis, adjust and authorise accordingly
- Perform other nursing duties as required

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:

- Associate Unit Manager
- Nursing & Midwifery Workforce Unit
- Divisional Directors
- Operations Managers
- Clinical Service Directors
- Support Services
- People and Culture Services
- Medical and Allied Health staff relating to areas
- Heads of Units
- Director of Nursing & Midwifery
- Clinical Nurse Consultants
- Nurse Practitioners
- Unit/Ward team
- Best Care Coordinators
- Business analysts

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External: • Consumers, families and others as required • Relevant clinical networks
Selection Criteria
Essential: • Current registration as a Registered Nurse with AHPRA • Possess relevant clinical experience • Demonstrate skills in the relevant nursing specialty • Demonstrate effective communication skills both written and verbal • Possess well-highly developed interpersonal skills including conflict resolution strategies • Demonstrate an ability to work collaboratively as part of a multidisciplinary team • Possess knowledge of relevant legislation, policies and human resource procedures • Be innovative, resourceful and adaptable to change • A commitment to high quality, safe and person-centred care • Experience within women's health Desirable: • Previous abortion care experience
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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022 • 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: _____

Employee's Signature: _____ Date: _____

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