



Position Descriptions – Neonatal Fellows and Registrars

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General Information for both positions

The Royal Children's Hospital

The Royal Children's Hospital (RCH) provides secondary and tertiary care to children and young people across the northern and western suburbs; specialist paediatric healthcare to the children of Victoria, Tasmania, southern NSW and parts of South Australia; and is the designated statewide provider of services including paediatric trauma, rehabilitation and forensic medicine. As a quaternary centre for complex cardiac surgery and organ transplantation, the RCH cares for the sickest children from around Australia.

The hospital employs 5,000 staff and has an annual budget of \$620million. It moved to a new, multi-award winning building at 50 Flemington Rd, Parkville.

The Royal Children's Hospital is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: <http://www.rch.org.au/quality/child-safety/>

The RCH values and pursues innovation, and in April 2016 became the first Australian hospital to implement the world-leading 'Epic' electronic medical record (EMR). The EMR includes an online portal to give families and young people the ability to manage and change appointments, quickly receive test results and renew scripts, and review outpatient notes. The EMR is a major investment in the digital transformation of healthcare: The real-time capture and analysis of data to drive improvements in care, and ultimately achieve better health outcomes for young patients.

Further information on RCH is available at www.rch.org.au

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- *We do better work caring for children and families when we also care for each other*
- *I actively promote and celebrate our diverse team*
- *I bring a positive attitude to work – I share, I laugh, I enjoy other's company*
- *I take responsibility for my behaviour and its impact on others*
- *I am curious and seek out ways to constantly learn and improve*
- *I celebrate the good stuff, the small stuff, the big stuff – it all matters*
- *I speak up when things aren't right*
- *I value the many different roles it takes to deliver great patient care*
- *I actively listen to others, because I want to make the best decision*

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

QUALITY, SAFETY AND IMPROVEMENT

RCH Employees are required to:

- Act in accordance and comply with all relevant Safety and Quality policies and procedures
- Participate in and contribute to quality improvement programs and commit to RCH Values
- Comply with the Requirements of the National Safety & Quality Health Service Standards
- Comply with all relevant clinical and/or competency standards
- Comply with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTIQI community and people with disability.

Position Description - Neonatal Fellow

Position Title	Neonatal Fellow		
Unit / Branch	Department of Neonatal Medicine		
Classification	HM 25-30	Employment Status	Fixed term, part time OR full time
Position reports to	Director, Neonatal Medicine		
Location	The Royal Children's Hospital, Flemington Road, Parkville		
Position Contact	Dr Sophie Newman		

ROLE PURPOSE

The Newborn Intensive Care Unit at the Royal Children's Hospital provides highly specialised medical and surgical care to the sickest newborn infants from Victoria, Southern New South Wales and Tasmania. We aim to improve the health outcomes for newborn babies by:

- providing the complete range of specialist care for the sickest babies in Victoria, interstate and internationally
- providing undergraduate and postgraduate education in medical, nursing and allied health disciplines
- initiating and conducting research to enhance the clinical care of our patients
- providing information, health promotion, resources, education and advocacy for the families of our patients

Neonatal Fellows are primarily responsible for the clinical care of inpatients in the Newborn Intensive Care Unit. In consultation with the Neonatal Consultant on service they will develop a management plan for each infant and then carry out this plan in collaboration with the Neonatal Registrars, Nursing staff, Allied Health staff and Subspecialty teams of the RCH.

The position allows Neonatal Fellows to:

- gain experience in a wide range of neonatal medical and surgical problems.
- develop expertise in procedural skills and basic and advanced ventilation techniques
- develop communication, leadership and problem-solving skills
- be an integral part of an interdisciplinary team
- contribute to and benefit from the educational and research activities of the Department of Neonatal Medicine
- develop skills in the supervision and management of junior medical staff

KEY ACCOUNTABILITIES

1. CLINICAL CARE:

- **Ward rounds:** Attendance on scheduled daily ward rounds when on clinical service is mandatory.
- **Supervision:** Neonatal Fellows act in a supervisory role. They are responsible for executing a management plan for each infant by liaising with Neonatal Nursing and other Allied Health Staff and by supervising Neonatal Registrars.
- **Liaison:** In addition, they will be responsible for liaison with members of surgical and other medical units within the hospital with whom our patients are often co-managed.
- **Direct patient care:** For many patients, Neonatal Fellows will directly provide care eg: minute-by-minute management of sicker infants requiring respiratory and/or circulatory support. Once settled into their new role, Fellows are expected to take 1 – 2 ward rounds per week to expose them to the challenges of Consultant work.
- **Practical procedures:** Many of the more complex practical procedures will be performed by Neonatal Fellows eg: insertion of central venous catheters, arterial lines

2. OUTPATIENTS: Neonatal Fellows may be rostered to attend general and neurodevelopmental outpatient clinics for the follow up of babies discharged from the Newborn Intensive Care Unit, as available. They may also organise to attend other neonatal follow-up clinics or Child Development and Rehabilitation clinics.

3. ADMINISTRATION:

• **Discharge summaries:** Neonatal Fellows are to ensure that every patient admitted to the Newborn Intensive Care Unit has a summary ready to be sent out on discharge. While the completion of discharge summaries is generally the Neonatal Registrar's responsibility, both deceased and complex patients require a summary to be generated by a Fellow.

• **Departmental meetings:** Ward meetings are held weekly and Fellows are expected to attend and contribute. There are also combined Consultant/Fellow meetings.

4. TEACHING/EDUCATION:

• **Informal teaching:** Neonatal Fellows are expected to provide informal day-to-day teaching of registrars, nursing and allied health staff. This will often occur at the bedside rather than as part of a formal programme.

• **Formal teaching:** Fellows are expected to attend and contribute to the Unit's teaching programme. Sessions cover a variety of topics important in Neonatology including respiratory support, newborn neurology, metabolic diseases in the newborn, nutrition, infectious diseases etc. In addition, there are monthly Morbidity, Journal Club, research meetings and regular joint meetings with other departments including the NICUs at the Royal Women's Hospital, Mercy Hospital for Women and Monash Medical Centre; PIPER (retrieval service); the Department of Surgery; Clinical Genetics; Anaesthetics and Radiology.

• **Mortality meeting:** The Unit holds a formal Mortality meeting once a month. A Neonatal Fellow or Registrar co-ordinates the meeting and invites the relevant subspecialists to attend.

• **Orientation:** When new Registrars or Fellows start in the Unit, the current Fellows are involved in providing appropriate orientation.

5. RESEARCH: Neonatal Fellows are expected to undertake a project while working in the Newborn Intensive Care Unit. A suitable topic will be discussed with, and/or provided by the Fellow's mentor/supervisor. During the attachment, the Fellow will be expected to present their topic as part of the Unit's educational programme

6. TRANSITION TO CONSULTANT ROLE

Fellows in their final year of Advanced Training in Neonatal/Perinatal Medicine with the RACP will have the opportunity to step up and provide a clinical service to the NICU as a Consultant Neonatologist.

QUALIFICATIONS AND EXPERIENCE

- MBBS or equivalent
- Completion of the Written and Clinical Examination in Paediatrics (RACP) or accepted equivalent
- Be eligible for registration with the Medical Board of Australia (AHPRA)
- If you are not an Australian citizen or your secondary and tertiary education was NOT completed in Australia, Canada, Republic of Ireland, New Zealand, United Kingdom and Northern Ireland, United States of America or South Africa, satisfactory completion of an accepted English test is required eg IELTS, OED, TOEFL iBT, NZREX or PLAB (required scores are available on the AHPRA website)
- At least 12 months experience in a level 6 neonatal intensive care unit

KEY SELECTION CRITERIA

- Possesses leadership and management skills
- Demonstrates effective communication, interpersonal and negotiating skills
- Is able to work as part of an interdisciplinary team
- Is a strong advocate for patients and their families

Position Description – Neonatal Registrar

Position Title	Neonatal Registrar		
Unit / Branch	Department of Neonatal Medicine		
Classification	HM 25-30	Employment Status	Fixed term, part time OR full time
Position reports to	Director, Neonatal Medicine		
Location	The Royal Children’s Hospital, Flemington Road, Parkville		
Position Contact	Dr Sophie Newman		

ROLE PURPOSE

The Newborn Intensive Care Unit at the Royal Children’s Hospital provides highly specialised medical and surgical care to the sickest newborn infants from Victoria, Southern New South Wales and Tasmania. We aim to improve the health outcomes for newborn babies by:

- providing the complete range of specialist care for the sickest babies in Victoria, interstate and internationally
- providing undergraduate and postgraduate education in medical, nursing and allied health disciplines
- initiating and conducting research to enhance the clinical care of our patients
- providing information, health promotion, resources, education and advocacy for the families of our patients

Neonatal Registrars at the RCH will be responsible for the day-to-day care of patients in the NICU in consultation with the Neonatal Fellow and attending Neonatologist. They will ensure that any significant changes in the condition of the patients are reported, and that any significant changes to the management of the patients are first discussed, with either the Neonatal Fellow or attending Neonatologist.

The position allows Neonatal Registrars to:

- gain experience in a wide range of neonatal medical and surgical problems.
- develop expertise in procedural skills and basic and advanced ventilation techniques
- develop communication, leadership and problem-solving skills
- be an integral part of an interdisciplinary team
- contribute to and benefit from the educational and research activities of the Department of Neonatal Medicine

KEY ACCOUNTABILITIES

1. CLINICAL CARE:

- **Ward rounds:** Attendance on scheduled daily ward rounds when on clinical service is mandatory
- **Liaison:** With members of surgical, other medical units and allied health professionals within the hospital as well as practitioners outside of RCH with whom our patients are often co-managed
- **Direct patient care:** Carrying out the management plan established on the ward round for each patient under the supervision of the Neonatal Fellow and Consultant. Includes:
 - arranging appropriate investigations
 - reviewing and acting upon the results of investigations as they become available and alerting the Fellow and/or attending Consultant Neonatologist of significant results
 - documenting the patient’s progress and plans for subsequent management on at least a daily basis
 - the performance of minor procedures on patients in the NICU including establishing venous and arterial access, the insertion of urinary catheters and suprapubic aspiration, insertion of intercostal catheters, lumbar punctures and accessing Rickham’s reservoirs
- **Discharge planning:** anticipating discharge and completing discharge summaries and follow-up plans prior to discharge
- **Communication:** with parents and other medical, surgical, allied health and nursing teams

2. OUTPATIENTS:

There is no compulsory requirement to work in an outpatient clinic during this rotation. However, trainees are welcome to participate in newborn follow-up or newborn neurology clinics that run daily within the department.

3. ADMINISTRATION:

- **Discharge summaries:** Neonatal Registrars are expected to complete discharge summaries for all patients before they leave the Unit. Deceased and complex patients require a summary to be generated by a Fellow, or by the Registrar under supervision.
- **Departmental meetings:** Ward meetings are held weekly and Registrars may attend and contribute.

4. TEACHING/EDUCATION:

Registrars are expected to attend and contribute to the Unit's teaching programme. Sessions cover a variety of topics important in Neonatology including respiratory support, newborn neurology, metabolic diseases in the newborn, nutrition etc. In addition, there are weekly journal club/research meetings and regular joint meetings with other departments including the NICUs at the Royal Women's Hospital, Mercy Hospital for Women and Monash Medical Centre; PIPER (retrieval service); the Department of Surgery; Clinical Genetics; Anaesthetics and Radiology. The Unit holds formal Mortality and Morbidity meetings monthly.

- **Mortality meeting:** The Unit holds a formal Mortality meeting once a month. A Neonatal Fellow or Registrar co-ordinates the meeting and invites the relevant subspecialists to attend.

5. OTHER:

- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.

QUALIFICATIONS AND EXPERIENCE

- MBBS or equivalent
- Be eligible for registration with the Medical Board of Australia (AHPRA)
- If you are not an Australian citizen or your secondary and tertiary education was NOT completed in Australia, Canada, Republic of Ireland, New Zealand, United Kingdom and Northern Ireland, United States of America or South Africa, satisfactory completion of an accepted English test is required eg IELTS, OED, TOEFL iBT, NZREX or PLAB (required scores are available on the AHPRA website)
- At least 6 months experience in a level 6 neonatal intensive care unit is desirable but other acute care experience will be considered

KEY SELECTION CRITERIA

- Possesses ability to work as part of an interdisciplinary team
- Demonstrates effective communication, interpersonal and negotiating skill
- Is a strong advocate for patients and their families

Date Position Descriptions were last reviewed

March 2026

Signature: _____

Date: 25/03/2026