

Position Description

Position title	Retrieval Nurse- Neonatal
Department / Division	Paediatric Infant Perinatal Emergency Retrieval service / Division of Critical Care
Classification	YW 12
Position reports to	Operational: Nurse Unit Manager, PIPER
No. of direct & indirect reports	n/a
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE CONTEXT
<p>PIPER</p> <p>The role of the Paediatric Infant Perinatal Emergency Retrieval service is to improve health outcomes for newborn babies, children and women by:</p>

- Providing emergency consultation and medical retrieval services for babies, infants, children and adolescents
- Providing emergency referral and interhospital transfer coordination for high risk pregnant women
- Providing a "return" transfer service to facilitate ongoing care being provided closer to home
- Coordinating and Monitoring NICU/PICU bed utilisation in Victoria.
- Collaboration with key stakeholders in the planning and implementation of strategies to improve neonatal and maternity services in Victoria. PIPER provides advice on organisation of facilities for newborn care.
- Providing specific education on neonatal and paediatric resuscitation and stabilization prior to arrival of the retrieval team. Outreach education specifically focusses on the non-tertiary health services who refer to PIPER.
- Providing information, resources and advocacy for newborn babies, children and high risk obstetric women.

PIPER utilises evidence based Clinical Guidelines, Policies and Procedures within an environment of innovation, education and advocacy. The contributions of our employees, consumers, diverse communities and other agencies that share our goals are fundamental to our success. Our resources are committed to health services that ethically, socially and financially responsible

ROLE PURPOSE

The role of Retrieval Nurse is to participate in patient retrievals by road, fixed wing and rotary wing aircraft throughout Victoria and occasionally interstate or overseas, ensuring that clinical practice and delivery of care is consistent with RCH and Nursing and Midwifery Board of Australia (NMBA) practice, by providing comprehensive, safe, evidence-based practice to facilitate optimal health outcomes.

Additionally, the Retrieval Nurse will participate in the coordination of Perinatal, Neonatal and Paediatric referrals and retrievals ensuring transport of all patients are completed in an organised, safe and timely fashion, the Retrieval nurse would also participate in the return (back) transportation of convalescent neonates when required.

KEY ACCOUNTABILITIES

Direct Comprehensive Care

- Integrate nursing health care knowledge and skills to provide safe and effective care.
- Plan nursing care in consultation with others (i.e. multidisciplinary health care team).
- Coordinate calls with NETS, PETS or PERS consultants and the receiving hospital consultant to triage and determine potential neonatal, paediatric or obstetric transport requirements.
- Participating in retrievals by road, fixed wing and rotary wing aircraft throughout Victoria and occasionally interstate or overseas retrievals.
- Assessing, stabilising and evaluating the patient's clinical status at the referring hospital, during transport and prior to admission to a tertiary care centre or destination facility.
- Participate in back (return) transfers as required by the service.
- Identify clinical referrals appropriately and prioritise correctly.

- Utilise patient IT systems to document and record nursing activity.
- Ensure all equipment for retrievals is functional and that all equipment is cleaned and restocked at the completion of a retrieval.
- Have a sound knowledge/understanding of how all equipment functions, and is able to troubleshoot if required.
- Coordinate the mode of transport, personnel and equipment to ensure an efficient running of the transfer.
- Maintain written documentation and computerised records pertaining to coordination and retrieval.

Support of Systems:

- Participate in quality improvement activities.
- Conduct comprehensive and systematic nursing assessments to improve the quality of nursing care.
- Use a range of assessment techniques to collect relevant and accurate data.
- Evaluate and assist in the implementation of any new equipment.
- Maintain information system; access, enter and retrieve data as required.
- Demonstrate analytical skills in assessing and evaluating health information.
- Non- clinical duties fundamental to the role of retrieval nurse and coordination, as directed by the NUM.
- Evaluating, documentation and reporting delays in transport mobilization to appropriate personnel.
- Documenting difficulties encountered during retrievals.
- Utilise problem solving strategies and critical thinking skills when difficulties occur.
- Participate in case reviews.

Research:

- Use best available evidence, standards and guidelines to evaluate nursing performance.
- Participate in professional development to enhance nursing practice.
- Participate in nurse lead research projects to improve clinical/transport practice and present findings.

- Assist in the collection of data for collaborative research.
- Participate in the ongoing development and review of policies and procedures, using evidence based practice.
- Participate in research projects prompted by quality assurance outcomes, regarding nursing practice and team standards.

Education:

- Ensure clinical skills are kept up to date and that Professional Practice Portfolio is maintained.
- Undertake opportunities for self-improvement in clinical skills by actively participating in forums, in-services,

conferences, seminars etc.

- Attend and/or participating in case conferences, external reviews and other educational forums as required by management.
- Attend and update aero-medical safety briefings as required.
- Participate in non-formal teaching of the critically ill patient at appropriate levels to referral staff and/or peers.
- Assist in outreach education sessions as requested by PIPER Education and management.
- Participate in the ongoing education of non-NETS/PETS staff to promote an understanding of the diverse roles within retrieval medicine.

Professional Leadership

- Acts as a professional role model.
- Evidence of positive role modelling and adopting solution focused approaches to the resolution of issues
- Participation in the orientation of new staff through assessment, guidance and mentorship.
- Prepare and present specific case presentations when requested.
- Participating and developing in an assigned portfolio/s and provides reports to document progress.
- Demonstrate professionalism when working/representing the services in all associations with other hospitals.
- Fosters an environment that is conducive to effective communication and complementary working relationships, working with peers, and other health professionals.
- Assumes responsibility for working scheduled hours of duty, on-call, as necessitates by the service demands, including accurate records of hours worked eg: recording overtime.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australian Health Practitioner Regulation Agency (APHRA)
- Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP)
- Post graduate Qualifications in Neonatal or Paediatric intensive care
- Current clinical experience in Neonatal Intensive care nursing/ Paediatric intensive care

Desirable:

- Good computer skills

Other Requirements:

- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties
- The employee needs to ensure that they maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure

KEY SELECTION CRITERIA

- Demonstrated skills in planning and coordinating care delivery
- Proven ability and skills to build collaborative relationships and work effectively in a multidisciplinary team
- Demonstrated ability to liaise with a wide range of staff and in particular with medical staff and management
- Well-developed interpersonal and communication skills
- Critical thinking and problem solving skills
- Demonstrated good time management and self-direction
- Effective time management and organisational skills.
- Ability to work well under pressure and be flexible to changing priorities and environment.
- Have a flexible approach to a changing virtual and physical environment.
- Proficient use of Microsoft Office Suite of products or equivalent.
- Ability to participate in aircraft retrievals

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

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

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

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 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 because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying 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, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	July 2025
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