

## Position Description Attachment: Operations Director / Director of Nursing and Midwifery – Women's and Newborn

### Position Details

<b>Position Title:</b>	Operations Director / Director of Nursing and Midwifery Women's and Newborn
<b>Date:</b>	June 2025
<b>Division:</b>	Surgery and Statewide Services
<b>Reports to:</b>	Divisional Director Surgery and Statewide Services – operational Chief Nursing and Midwifery Officer - professional
<b>Site/s:</b>	Casey Hospital Dandenong Hospital Monash Children's Hospital Monash Medical Centre Clayton Sandringham Hospital
<b>Required hours/days/shifts:</b>	Mon – Fri business hours

### Specific Position Dimensions and Relationships

#### Information specific to the Women's and Newborn portfolio

Monash Women's is the largest maternity provider in Victoria and one of the largest in Australia providing care to nearly 12,000 women and their babies each year across four hospitals.

Monash Medical Centre Clayton cares for the highest risk pregnancies in Victoria, owing to our on-site Intensive Care Unit, Maternal Fetal Medicine unit, Fetal Diagnostic unit and being the surgical site for the Victorian Fetal Therapy Service. Dandenong and Casey Hospital provide maternity capability level 4 care whilst Sandringham Hospital is a level 3 service and provides lower risk care to women and their babies.

Gynaecology provides a wide range of outpatient treating units, with general and sub-specialty gynaecology surgery being conducted at five sites and gynae-oncology surgery at Moorabbin Hospital.

Monash Health Fertility commenced in October 2022 at Monash Health under the governance of the Women's and Newborn Program. Currently the program partners with Royal Women's Hospital to operate as a satellite site.

Monash Newborn is the largest provider of neonatal services in Victoria and has the only Level 6 Neonatal Intensive Care Unit in the State that can provide care to extremely preterm infants from birth as well as neonatal surgical care. Thirty Neonatal Intensive Care Unit cots at Monash Medical Centre Clayton are supported by 63 Special Care Nursery cots across the four sites' Special Care Nurseries:

- Monash Hospital is a 32 bed Special Care Nursery.
- Casey Hospital Special Care Nursery is a 20 bed Special Care Nursery.
- Dandenong Hospital Special Care Nursery is a three bed Special Care Nursery.
- Sandringham Hospital Special Care Nursery is an eight bed Special Care Nursery.

The Operations Director / Director of Nursing and Midwifery will partner with the Program Medical Director, Women's & Newborn and together be accountable for leading and managing the operations of the portfolio.

The specific accountabilities will include the delivery of agreed service profiles, financial performance within budget and ensuring the highest levels of quality and safety. The delivery of these will be supported by managing risk, patient safety and clinical governance within the Program and ensuring that effective systems are in place to support a high standard of practice. A significant focus of the role is delivering on child and family centered care.

This role will be integral in setting the behavioural framework and culture of the site and will be responsible for the effective management of employees and their development, supporting clinicians to identify opportunities for new services and changes in the way we provide services.

**Functions, responsibilities and accountabilities of the Operations Director / Director of Nursing and Midwifery Women's and Newborn in addition to those on the overarching Operations Director / Director of Nursing position description**

The Operations Director / Director of Nursing and Midwifery Women's and Newborn, is responsible for the following specialities and services within this portfolio:

- Midwifery Operations at Monash Medical Centre and Sandringham
  - Maternity
  - Gynaecology
  - IVF
- Midwifery Operations at Dandenong Hospital and Casey Hospital
  - Maternity
  - Gynaecology
  - Clinical Midwife Consultant / Lactation Consultant
- Newborn Operations at all sites
  - Neonatal Intensive Care Unit
  - Special Care Nursery – all sites
  - Newborn Nurse Practitioners
- Clinical Midwife Consultants

In addition to the responsibilities and accountabilities required of an Operations Director / Director of Nursing Midwifery – Women's and Newborn role will also be responsible for:

- Working in partnership with the Program Medical Director Women's and Newborn and the Program Leadership team to lead high performing Women's and Newborn specialty units to provide safe and quality care with exemplary clinical outcomes and patient experience.

**Specific key result areas of the Operations Director / Director of Nursing Midwifery Women's and Newborn in addition to those on the overarching Operations Director position description**

Refer to overarching Operational Director / Director of Nursing position description for key selection criteria.

**Specific key criteria for this position in addition to those on the overarching Operations Director / Director of Nursing position description**

Refer to overarching Operational Director position description for key selection criteria.

**Key Relationships:**

**Internal:**

**Direct Reports**

- Operations Manager Women's – MMC and Sandringham
- Operations Manager Women's – Dandenong and Casey
- Operations Manager Newborn Services
- Clinical Midwife Consultants (CMCs)

**Other Internal Relationships**

- Operations Director within the Surgery and Statewide Services Division and across all other Divisions
- Divisional Director Surgery and Statewide Services
- And as per the generic / overarching Operations Director position description relationships.



# Monash Health

**External:** not applicable.

## Incumbent Statement

I have read, understand, and accept this Position Description Attachment and the generic Position Description.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_