Position Description

Title: Early Career Midwife Postnatal - Maternity Services
Department: Maternity Services
Classification: YS2
Agreement: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012 - 2016
Responsible to: Maternity Team Leaders

The Royal Women’s Hospital
The Women’s Hospital has provided health services to women and newborn babies in Victoria since 1856, and is now Australia’s largest specialist women’s hospital. The Women’s is recognised as a leader in its field, with expertise in maternity services and the care of newborn babies, gynaecology, assisted reproduction, women’s health and cancer services.

The Women’s Declaration
The Women’s Declaration reflects the principles and philosophies so fundamental to the hospital that they are the foundation on which rests everything we do. This is a declaration of the Women’s role, function, purpose and promise:

We recognise that sex and gender affect women’s health and healthcare
We are committed to the social model of health
We will care for women from all walks of life
We will lead health research for women and newborns
We will innovate healthcare for women and newborns
We will be a voice for women’s health
In everything we do, we value courage, passion, discovery and respect

Strategic Directions
The Women’s Strategic Plan 2011-2015 contains four goals, which will sustain and strengthen the hospital’s role as a leading provider of health care for women and newborns over the four years.

The Women’s goals are:

- To set the standards of care for women and newborns health both now and into the future
- To strengthen tertiary services and provide research-led care for women and newborns with complex needs
- Innovation which will drive new service developments as we focus on the diverse needs of women
- To recognise that we are a people based organisation, providing services to people, with accountability to the community
The Women’s has adopted a life-cycle approach in its Strategic Plan 2011-2015 in recognition that women have different needs at different stages of their life.

**Organisational Responsibilities**

- Be aware of and work in accordance with Hospital policies and procedures, including:
  - Code of Conduct
  - Confidentiality
  - Data Accountability Framework
  - Infection Control
  - Occupational Health and Safety
  - Patient Safety
  - Performance Development Management
  - Respectful Workplace Behaviours
  - Risk Management

- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.
- Undertake other duties as directed that meet relevant standards and recognised practice.
- The Women’s provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women’s. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery. As a consequence all staff are responsible and accountable to ensure that (within their area of work):
  - Data recording and reporting, (including RWH external reporting) is timely, accurate (ie error free) and fit for purpose
  - Data management system policies and control processes are complied with on all occasions
  - Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.

- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women’s Hospital to undertake a national Police check
- The Women’s expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

**Statutory Responsibilities**

The midwife must be aware of and comply with the statutory requirements and legal domains which govern practice, such as:

<table>
<thead>
<tr>
<th>Health Practitioner Regulation National Law (Vic)</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Nursing and Midwifery Council</td>
<td></td>
</tr>
<tr>
<td>o A midwife’s guide to professional boundaries</td>
<td>2010</td>
</tr>
<tr>
<td>o Midwifery practice decision flowchart and summary guide</td>
<td>2010</td>
</tr>
</tbody>
</table>
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- Code of Ethics for midwives 2008
- Code of Professional Conduct for midwives 2008
- Midwifery Competency Standards, 2006
- Occupational Health and Safety Act 2004
- Drugs, Poisons and Controlled Substances Regulations 1985
- Freedom of Information Act 1982
- Other relevant acts; codes; standards (see OHS website for details).
- Registration with Australian Health Practitioner Regulation Agency (APHRA)
- Victorian Public Sector Code of Conduct

Department/Unit Specific Overview

The RWH Midwifery Service has four multidisciplinary teams. Each team provides care for approximately one quarter (~ 1,700) of the women booked for RWH maternity care, including a mix of high and low risk pregnancies. The team covers the whole continuum of care from antenatal booking-in through to home-based postnatal visits. Our ultimate goal is that every midwife has the ability to work in a variety of settings within this model.

The Early Career Postnatal consolidation program Midwife will be in the first year of professional practice as a registered midwife. The Program provides the opportunity for the newly registered midwife to develop confidence in the provision of care to women during the postnatal period. The Midwife will be provided with formal professional development days, clinical support and orientation into the postnatal area.

Position Purpose

The Midwife is responsible for providing care to women and their families within a multidisciplinary Team environment, working collegially with other health professionals. The Midwife works under the leadership of a more senior member usually the Associate Unit Manager, and ensures that services provided are:

- Women focused to respect the rights, needs and expectations of the childbearing woman.
- Integrated and consistent.
- Evidence-based.
- Supportive of a learning environment for all colleagues.

Responsibilities & Major Activities

The Midwife has responsibilities across the following areas:

Clinical Care

- Advocates for the concepts of continuity of care and comprehensive midwifery led care
- Provides midwifery care for women in the post natal environment in maternity services same
- Collaborates with medical and other health professionals as determined by a woman’s need for care.
- Refers women to medical or other health professionals when complications or deviations from normal occur.
- Works professionally, safely and effectively, in accordance with RWH Clinical Practice Guidelines (CPGs), policies and procedures.
• Appropriately assesses, plans, implements, evaluates and contemporaneously documents midwifery and neonatal care.

• Is approachable and receptive to the provision of clinical assistance to others when required and requested.

• Attends and participates in team meetings and other service meetings as required to assist in maintaining clear lines of communication and information exchange within the team.

• Provides appropriate responses to all relevant emergency situations and takes responsibility for ensuring that all compulsory emergency training competencies have been completed.

• Actively participates in multidisciplinary handovers.

• Maintains a professional approach and respects the needs of women, visitors and other health professionals.

• Maintains an awareness of team clinical outcomes and provides feedback/information to the team AUMs (and Team Leader) on a regular basis.

• Aims to maximise continuity and consistency of care for team women across the continuum.

• Supports the training / education needs of the team members, by facilitating opportunities for learning.

• Demonstrates support of colleagues.

Quality and Safety

• Participates in the development and implementation of CPG’s, policies and procedures and other quality improvement activities as requested.

• Supports any projects (including research projects) within the team.

• Ensures all incidents / near misses are identified and reported, and they are used to promote reflection and learning within a supportive environment underpinned by a no-blame philosophy. Ensures the Midwifery Team Leader is informed

• Has an understanding and commitment to Baby Friendly Hospital Initiative (BFHI) re-accreditation processes.

• Has an email address at the women's and routinely accesses/utilises email for communication

• Is committed to their ongoing professional development and ensures all mandatory training and competency requirements are met

Key Performance Indicators

The following KPI’s for this position will be reviewed as part of the Performance Development Program:

• Interaction with Clients: The midwife interacts with women and/or newborn infants and their families in a sensitive, culturally appropriate and client centred manner.

• Clinical Skills: The midwife displays a high degree of competence, confidence and maturity commensurate with the skills expected of a novice practitioner.

• Passion for the Profession: The midwife demonstrates enthusiasm and commitment for the midwifery profession and to Women's.

• Communication skills: The Midwife demonstrates a customer focused approach to the Hospital's clients and members of their families, and communicates professionally with all members of the health care team and the wider hospital community including at multidisciplinary handover meetings.
• Professional Development: The midwife actively pursues opportunities to build on existing knowledge and skills by participation in multidisciplinary education sessions and orientation program. All mandatory training and competency requirements are met within the required timeframe.

Key Selection Criteria

Experience/Qualifications/Competencies

Essential
• Registered Midwife with AHPRA
• Demonstrated customer focus
• Has excellent communication and interpersonal skills and is able to respond to the needs of hospital staff in a timely, accessible and professional manner.
• Demonstrated high level electronic communication skills
• Understanding of and commitment to Baby Friendly Hospital Initiative accreditation
• Understanding of the commitment to the Organisation’s strategic direction, and relevant policy / guidelines
• Demonstrated commitment to the professional role of the midwife in providing comprehensive care for well women throughout the pregnancy/childbirth process
• Demonstrated willingness to work towards developing skills in postnatal and other midwifery care
• Current Working with Children Check
• Ability to plan, prioritise and time manage to balance competing and conflicting priorities.
• Respects cultural diversity of childbearing women.
• Ability to undertake and fulfil all aspects of the job description

Attributes
• Adherence to the Hospital Code of Conduct (Code of Conduct for Victorian Public Sector Employees)
• Has a professional demeanour
• Values reflective practice / clinical supervision and accesses support, assistance, advice and debriefing as required
• Embodies the women’s values of courage, passion, discovery and respect
• Is committed to a multidisciplinary team approach and values / supports collaboration by a range of professionals in providing care to meet the individual needs of women.
• Has a passion for midwifery.
• Is an advocate for women and supports / promotes midwifery led care for low-risk women.
• Understands the impact of social determinants on health and wellbeing.
• Is approachable promotes and supports customer service / involvement and family-centred care.
• Values consultation, collaboration and joint decision-making.
• Is committed to ongoing professional development, and continually identifies professional development goals and pursues opportunities for learning, whilst also acknowledging the right of the hospital to designate certain educational sessions as compulsory.

Organisational Relationships

Internal relationships:
• Midwifery Educator / Early Career Midwife Program Coordinator
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- Team Leaders and Associate Unit Managers
- Clinical Support Midwives/Educators
- Clinical Staff within rostered area
- Clinical Education Team
- Medical Staff
- Allied Health Professionals
- Women and their families

External relationships:
- General Practitioners and referring agencies.

Additional Information

- The position description will be subject to periodic review in accordance with service requirements.
- The position is part time and will be based within the Women’s Hospital in Parkville or at the Women’s at Sandringham Victoria
- Applicants are required to undergo a police records check for pre-employment safety screening purposes
- A current Working with Children check will be required

Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women’s. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift work – rotation of shifts – day, afternoon and night</td>
<td>Constant</td>
</tr>
<tr>
<td>Sitting – remaining in a seated position to complete tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Standing – remaining standing without moving about to perform tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Walking – floor type even, vinyl, carpet,</td>
<td>Frequent</td>
</tr>
<tr>
<td>Lean forward / forward flexion from waist to complete tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Trunk twisting – turning from the waist to complete tasks</td>
<td>Rare</td>
</tr>
<tr>
<td>Kneeling – remaining in a kneeling position to complete tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Squatting / crouching – adopting these postures to complete tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Leg / foot movement to operate equipment</td>
<td>Rare</td>
</tr>
<tr>
<td>Climbing stairs / ladders – ascending and descending stairs, ladders, steps</td>
<td>Rare</td>
</tr>
<tr>
<td>Lifting / carrying – light lifting and carrying less than 5 kilos</td>
<td>Frequent</td>
</tr>
<tr>
<td>Moderate lifting and carrying 5-10 kilos</td>
<td>Rare</td>
</tr>
<tr>
<td>Heavy lifting and carrying – 10 – 20 kilos</td>
<td>Rare</td>
</tr>
<tr>
<td>Push/Pull of equipment/furniture – light push/pull forces less than 10 kg</td>
<td>Occasional</td>
</tr>
<tr>
<td>– moderate push / pull forces 10 – 20 kg</td>
<td>Rare</td>
</tr>
<tr>
<td>– heavy push / pull forces over 20 kg</td>
<td>Rare</td>
</tr>
<tr>
<td>Reaching – arm fully extended forward or raised above shoulder</td>
<td>Rare</td>
</tr>
<tr>
<td>Head / Neck Postures – holding head in a position other than neutral (facing forward)</td>
<td>Rare</td>
</tr>
<tr>
<td>Sequential repetitive actions in short period of time</td>
<td></td>
</tr>
<tr>
<td>– Repetitive flexion and extension of hands wrists and arms</td>
<td>Occasional</td>
</tr>
<tr>
<td>– Gripping, holding, twisting, clapping with fingers / hands</td>
<td>Occasional</td>
</tr>
<tr>
<td>Driving – operating any motor powered vehicle with a valid Victorian driver’s license.</td>
<td>Frequent</td>
</tr>
</tbody>
</table>

Sensory demands

Frequency

In everything we do, we value courage, passion, discovery and respect.
**Sight** – use of sight is integral to most tasks completed each shift | Constant
---|---
**Hearing** – use of hearing is an integral part of work performance | Constant
**Touch** – use of touch is integral to most tasks completed each shift. | Constant

### Psychosocial demands

| **Observation skills** – assessing / reviewing patients in /outpatients | Constant |
| **Problem Solving** issues associated with clinical and non clinical care | Constant |
| **Attention to Detail** | Constant |
| **Working with distressed people and families** | Occasional |
| **Dealing with aggressive and uncooperative people** | Rare |
| **Dealing with unpredictable behaviour** | Rare |
| **Exposure to distressing situations** | Rare |

*Definitions used to quantify frequency of tasks / demands as above*

<table>
<thead>
<tr>
<th><strong>Frequency</strong></th>
<th>** Definitions used to quantify frequency of tasks / demands as above**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prolonged / Constant</strong></td>
<td>70 – 100 % of time in the position</td>
</tr>
<tr>
<td><strong>Frequent</strong></td>
<td>31 - 69 % of time in the position</td>
</tr>
<tr>
<td><strong>Occasional</strong></td>
<td>16 – 30% of time in the position</td>
</tr>
<tr>
<td><strong>Rare</strong></td>
<td>0 – 15% of time in the position</td>
</tr>
<tr>
<td><strong>Not Applicable</strong></td>
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</tbody>
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Employee Name
Employee Signature
Date:

Manager Name
Manager Signature
Date:

Reviewed Date: May 2015
Developed by: Midwifery Management Team – Midwifery Team Leaders, Midwifery Director Birth Centre and Antenatal Nurse Unit Manager

Date of next Review: May 2016