



## POSITION DESCRIPTION

<b>Name:</b>	
<b>Commencement / Last Date Reviewed:</b>	August 2018
<b>Reviewed By:</b>	Director Clinical Services- Nursing & Midwifery

## ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
Registered Midwife	Midwifery	Clinical Services	NIL
Location	Employment Type	Reports To	Professional Accountability
Wangaratta	Full Time/ Part Time/Casual	Manager Maternity Services	NHW

## OUR VISION

To Be Recognised Leaders In Rural Health Care

## OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

## POSITION PURPOSE

The primary role of the **Midwife** is to perform midwifery functions in accordance with his/her educational preparation. It is essential that the midwife is registered with the Nursing and Midwifery Board of Australia (NMBA), and meets the NMBA's professional standards for codes of conduct, codes of ethics, guides to professional boundaries, and standards for practice/competency standards



## RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
<b>Core Role</b>	<ul style="list-style-type: none"> <li>- The primary activity of the Midwife is to maintain and promote a therapeutic environment for the management of the pregnant and perinatal woman and her family including:</li> <li>- Women centred care</li> <li>- Collegial collaboration in the formulation of care planning</li> <li>- Discharge planning</li> <li>- Maintenance of midwifery skill level via ongoing education</li> <li>- A focus on the following 5 key activity areas will be evident</li> <li>- Professional Development</li> <li>- Improving Performance</li> <li>- Quality</li> <li>- Client Focus</li> <li>- Resource management.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>- Practices accordingly to the relevant NMBA professional standards</li> <li>- Respects the rights, needs and expectations of child bearing women and their families</li> <li>- Provides evidence of own continuing learning.</li> <li>- Promotes the role of the midwife positively through professional practice.</li> <li>- Articulates own abilities and level of knowledge and skills.</li> <li>- Participates in research.</li> <li>- Fulfils the pivotal role of the midwife within the multidisciplinary health care team.</li> <li>- Articulates knowledge of Hospital policies and procedures and works within this framework.</li> <li>- Fulfils the duty of care in the course of practice.</li> </ul>
<b>Improving performance</b>	<ul style="list-style-type: none"> <li>- Demonstrates midwifery practice based on respect for the values and rights of women, self and colleagues</li> <li>- Facilitates learning opportunities for colleagues</li> <li>- Demonstrates supportive behaviours for colleagues</li> <li>- Establishes and maintains links with other health professionals</li> <li>- Takes an active role in representing midwifery on relevant committees and working parties</li> <li>- Consults with experienced midwives when practice situation is outside level of own knowledge and skills</li> <li>- Articulates pregnancy, birth and parenting as a normal event</li> <li>- Advocates for a midwifery model of care for women anticipating uncomplicated pregnancy and birth</li> <li>- Performs accurate and comprehensive midwifery assessment</li> <li>- Demonstrates accurate and appropriate documentation</li> <li>- Acts as a source of accurate information</li> <li>- Participates in Antenatal education</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>- Acts according to safe clinical judgement when the woman's decision contravenes safe practice</li> <li>- Participates in policy development in relation the provision of midwifery services</li> <li>- Demonstrates evidence based knowledge for Midwifery practice</li> <li>- Applies the latest available evidence based knowledge to midwifery practice</li> <li>- Makes clinical judgements that demonstrate evidence based knowledge</li> <li>- Promotes quality outcomes of midwifery care for each woman</li> <li>- Demonstrates a thorough knowledge of infection control principles</li> <li>- Promotes continuity of care and continuity of carer where able</li> <li>- Maintains documentation and records accurately.</li> <li>- Practices within relevant Legislative requirements and Acts.</li> </ul>
<b>Client Focus</b>	<ul style="list-style-type: none"> <li>- Provides accurate information to enable women to make informed decisions</li> <li>- Respects the decisions made by women regarding childbirth</li> <li>- Communicates clearly the role of the midwife to other health professionals</li> <li>- Collaborates with medical and other health professionals for women's care/needs</li> <li>- Refers appropriately to medical and other health professionals when deviations from normal arise.</li> <li>- Initiates emergency care as required in the absence of an experienced midwife or medical practitioner</li> <li>- Works in partnership with the woman to enhance normal pregnancy</li> <li>- Promotes the woman's self worth, self confidence and self abilities</li> </ul>



	<ul style="list-style-type: none"> <li>- Supports the woman through listening, guiding and encouraging</li> <li>- Offers support to enable woman to feel in control during her pregnancy</li> <li>- Acts as a woman's advocate</li> <li>- Implements planned care to a high and consistent standard</li> <li>- Evaluates the women's progress towards agreed outcomes and modifies plan if needed.</li> <li>- Articulates to the client the role and inter relationships of the multidisciplinary health care team</li> <li>- Coordinates the service of the health care team as required</li> <li>- Offers formal and informal education that promotes women's and family health</li> <li>- Involves women in the development of education seminars</li> <li>- Articulates accurate knowledge of women and family community health support services</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>- Able to reflect on practice to identify areas of personal and professional growth</li> <li>- Is able to constructively reflect on practice</li> <li>- Communicate a calm and confident presence in all situations</li> <li>- Provides an environment which fosters communication</li> <li>- Utilises available resources effectively and efficiently</li> </ul>
<b>Employees Obligations- OHS</b>	<ul style="list-style-type: none"> <li>- Participate in the development of a safe and healthy workplace.</li> <li>- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>- Co-operate with management in its fulfilment of its legislative obligations.</li> <li>- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.</li> <li>- To report any injury, hazard or illness immediately, where practical to their supervisor.</li> <li>- Not place others at risk by any act or omission.</li> <li>- Not wilfully or recklessly interfere with safety equipment.</li> </ul>
<b>Employee Obligations- Medication Safety</b>	<ul style="list-style-type: none"> <li>- It is an expectation of NHW that all nursing staff actively participate in initiatives to improve medication usage, administration and safety, and will do everything possible to ensure correct, timely and accurate administration of medicines to patients of NHW. This includes verification of all medication orders prior to medication administration and completion of all documentation including signing the NIMC associated with medicine administration and completion of all documentation associated with Schedule 8 and 11 medicines.</li> </ul>

## WORKING RELATIONSHIPS

### INTERNAL

- NHW staff members
- Human Resources Manager
- Department Heads

### EXTERNAL

- Clients and Families
- Other Health Services in North East Victoria

## SPECIFIC SKILL REQUIREMENTS / QUALIFICATIONS / QUALITIES

### Essential

- Current Registration with the Nursing and Midwifery Board of Australia (NMBA)
- Post Registration experience in Midwifery
- Sound Clinical Knowledge
- Advanced oral and written skills
- Commitment to ongoing education of self and others
- Ability to apply evidence based practice
- Ability to work within a team environment
- Demonstrated knowledge and commitment to Quality Improvement
- Understanding of contemporary midwifery theory and practice issues affecting midwifery practice in a rural setting.
- Ability to comply with the "Behavioural Outcomes" for this role

### Desirable

- Membership of relevant professional organizations

### All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas



# Standards of Behaviour

## Above the line Our staff will always:

## Below the line Our staff will not:

### Caring

Show compassion to all people  
Demonstrate empathy and understanding  
Work as part of the team  
Mentor others  
Provide encouragement to others  
Care for others the way they would like to be cared for themselves

Be disrespectful  
Be self-centered  
Have inappropriate conversations with others  
Display rudeness

### Excellence

Commit to the NHW Hardwiring Excellence expectations  
Have the courage to question what we do  
Persevere to do the best job they can  
Strive continuously to improve  
Be professional and enthusiastic  
Maintain customer focus

Give up  
Demonstrate a 'can't-do' attitude  
Accept mediocrity  
Be unreliable  
Pass the buck  
Ignore feedback given by patients or colleagues

### Respect

Maintain confidentiality and privacy  
Listen to others and accept differences  
Be punctual  
Respond courteously  
Greet all people by saying hello, smiling and introducing themselves  
Be culturally informed and sensitive  
Respect diverse opinions

Be sarcastic  
Bully, harass or display aggression  
Be judgmental  
Withhold information  
Contribute to rumours  
Leave an untidy workplace

### Integrity

Be open and honest  
Lead by example  
Be responsible and accountable for their own actions  
Stand up and take action  
Escalate issues or behaviors of concern

Be arrogant  
Be dishonest  
Be hypocritical  
Avoid responsibility  
Allow unacceptable behavior

### Fairness

Demonstrate consistency  
Treat people equally  
Be considerate and understanding  
Be collaborative and collegiate

Discriminate against others  
Demonstrate favoritism and exclusion  
Refuse to assist others with their workload

Received By Employee

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

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