



POSITION DESCRIPTION

Name:	
Commencement / Last Date Reviewed:	January 2017
Reviewed By:	Director Clinical Services- Nursing & Midwifery

ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
ANUM	Maternity	Clinical Services	Nursing, Allied Health and Clerical Personnel
Location	Employment Type	Reports To	Professional Accountability
Wangaratta	FT/PT	NUM	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 Associate Nurse Unit Manager Maternity Services is to provide professional clinical midwifery leadership and expert / evidence based midwifery practice. It is essential that the midwife is registered with the Nursing and Midwifery Board of Australia (NMBA), and meets the NMBA's professional standards. Professional standards define the practice and behaviour of nurses and midwives and include: 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
Core Role	<ul style="list-style-type: none"> - Demonstrate the ability to lead and manage clinically across the scope of the midwifery practice unit in which he/she works. - Take an active interest/role in the implementation of the Maternity Service Operational Plan and NHW philosophy, guidelines & policies across the Nursing and Midwifery Division. - Support the education, training and development of staff within the unit, including implementation of the National Quality and Safety Health Service Standards. - Actively participate in the planning and development of maternity services. - Have an understanding of the hospitals Code of Behaviour and uphold it as an essential component in the pursuit of establishing team relationships within the Maternity Unit. - Functions in accordance with legislation, conducting practice within a professional and ethical framework to deliver exemplary care that protects the rights of individuals and groups - Fulfils the responsibilities of this role in accordance with Northeast Health Wangaratta's values and behavioural outcomes. - Ensures safe practice and good clinical outcomes for patients based on best practice and standards. - Provides high quality, culturally sensitive midwifery care to women in partnership with them, their significant others and others members of the interdisciplinary team. - Participates in the development of innovative models of health care delivery. - Supports the education, training and development of staff within the unit, including implementation of the National Quality and Safety Health Service Standards. - Fosters effective working relationships with staff, peers and clinicians through high level communication and leadership skills. - Demonstrates the ability to initiate and facilitate change management strategies. - Effectively deputizes for NUM in his/her absence. -
	<ul style="list-style-type: none"> - KPI - Manages work practices in accordance with Award agreements and entitlements - Participates in annual performance appraisals of staff in accordance with Northeast Health Wangaratta policy - Ensures performance counselling and discipline is managed within Northeast Health Wangaratta's framework. - Directs the focus of the ward to continuous improvement in service delivery through evidence based practice and the evaluation of changing needs and expectations of customers/ midwifery needs. - Complies with Northeast Health Wangaratta's risk management and clinical governance policies and systems. - Identifies clinical risk through incident reporting, analysis and record review and seeks opportunities for improvement. - Monitors wards quality action plan. - Actively participates in the Maternity and Newborn Clinical Network strategies. - Adheres to policy direction for maternity services as determined by the State Government - Regularly participates in the Midwifery Leadership Group meetings - Demonstrates effective computer literacy skills
Employee Obligations- OHS	<ul style="list-style-type: none"> - Participate in the development of a safe and healthy workplace. - Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures. - Co-operate with management in its fulfilment of its legislative obligations. - 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. - To report any injury, hazard or illness immediately, where practical to their supervisor. - Not place others at risk by any act or omission. - Not wilfully or recklessly interfere with safety equipment. -



**Employee
Obligations-
Medication Safety**

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.

WORKING RELATIONSHIPS

INTERNAL

- All NHW Staff

EXTERNAL

- Members of the Public

KEY SELECTION CRITERIA

Essential

- Current registration with the Nursing and Midwifery Board of Australia (NMBA)
- A minimum of 5 years post registration experience in Midwifery that demonstrates advanced clinical skills across the scope of midwifery practice.
- Demonstrated leadership skills.
- Demonstrated commitment and ability to work in an interdisciplinary team.
- Communication / interpersonal, negotiation and conflict resolution skills.
- Knowledge of contemporary human resource management issues including occupational health and safety, equal employment opportunity and anti -discrimination.
- Ability to comply with the "Behavioral Outcomes" for this role.

Desirable

- Possession of or working towards a post-graduate qualification in management.
- Membership of relevant professional organizations
- Experience in management of change processes, risk management and quality improvement processes.
- Evidence of prior service delivery planning / research projects.

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 collegial

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

Received By Employee

Name: _____

Signature: _____

Date: _____