

## Clutha Health First Position Description

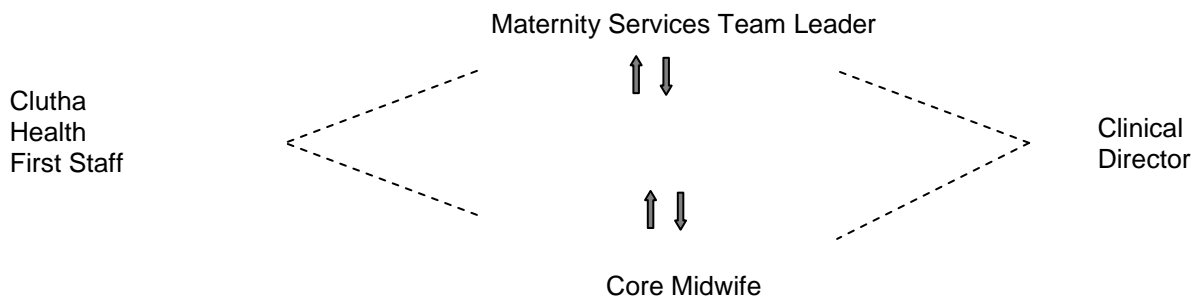
**Position Title:** Core Midwife

**Location:** Clutha Community Health Company Limited *trading as* Clutha Health First.

**Responsible to:** Clinical Director, Maternity Services Team Leader

**Prepared/Reviewed:** March 2014

### Organisational Relationship



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Team Leader's Name :** \_\_\_\_\_

**Team Leader's Signature :** \_\_\_\_\_

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

## **Treaty of Waitangi**

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

## **Health and Safety**

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

## **Quality and Risk**

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

## **Purpose of the Position**

To provide midwifery care to women and their babies in a manner that is clinically safe, culturally appropriate and includes the immediate family/whanau. The manner in which care is provided reflects the shared values and objectives of the organisation.

**Note:** This job description has been prepared to assist in appointment. All Clutha Health First job descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.

<b>Nature of Scope and Responsibilities</b>	
<b>Accountabilities and Performance Measures</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<b>The Core Midwife works in partnership with the woman</b>	<ul style="list-style-type: none"> <li>• Individual and shared responsibilities are recognised</li> <li>• Open interactive communication is facilitated</li> <li>• Relevant information is shared within the partnership</li> <li>• Midwifery philosophy is identified and the midwife freely shares this with the woman</li> <li>• Personal value system is not imposed on others</li> <li>• Is culturally safe</li> <li>• Practice reflects the values and beliefs of Clutha Health First</li> </ul>
<b>The Core Midwife upholds each woman's right to free and informed choice and consent throughout the childbirth experience</b>	<ul style="list-style-type: none"> <li>• Relevant information, including birth options are shared with the woman, and is satisfied that the woman understands all the implications</li> <li>• The decision-making process is facilitated without coercion</li> <li>• Negotiates her role as care-giver and clearly identifies mutual responsibilities</li> <li>• A plan for Midwifery care is developed in collaboration with the Lead Maternity Carer (LMC) and with the woman/whanau</li> <li>• The decisions made by the woman are respected, even when these decisions are contrary to her own belief</li> <li>• The woman's right to decline treatments or procedures are respected</li> <li>• When her professional judgement is in conflict with the decision or plans of the LMC and woman this is clearly stated</li> <li>• Discusses as necessary with the woman and consults with colleagues in an effort to find mutually satisfying solutions</li> <li>• Decisions and her Midwifery actions are documented</li> </ul>
<b>The Core Midwife collates and documents comprehensive assessments of the woman and/or baby's health and well-being.</b>	<ul style="list-style-type: none"> <li>• Information is collected and compiled from the first point of contact with the woman</li> <li>• Collects information using all sources in consultation with the woman.</li> <li>• Collects information which includes; <ul style="list-style-type: none"> <li>Personal and family/whanau details</li> <li>Physical, psychological emotional</li> <li>Cultural and spiritual dimensions</li> <li>Physical, social and cultural environment as per Clutha Health First Health Records policy</li> </ul> </li> <li>• The individual nature of each woman's pregnancy is acknowledged in her assessments and documentation</li> <li>• Assessments are documented and used as the basis for on-going Midwifery care.</li> </ul>
<b>The Core Midwife maintains purposeful, on going, updated records and makes them available to the woman and other relevant persons</b>	<ul style="list-style-type: none"> <li>• Records are reviewed and updated at each professional contact with the woman</li> <li>• Clinical record documentation: <ul style="list-style-type: none"> <li>- Requirements are completed</li> <li>- Standards are met</li> <li>- Complies with legislation requirements</li> <li>- Completes other records/reports as required as per Clutha Health First Health Records Policy &amp; Procedures</li> </ul> </li> <li>• Reports are filed appropriately</li> <li>• Records are accessible and available at all times to the woman and other relevant and appropriate persons with the woman's knowledge and consent</li> <li>• Confidentiality of information is ensured</li> </ul>

<b>Accountabilities and Performance Measures</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<b>Midwifery care is planned in collaboration with the LMC and the woman</b>	<ul style="list-style-type: none"> <li>• Provides information from her knowledge and experience</li> <li>• Provides access to a variety of other information sources</li> <li>• The woman is supported in seeking out information</li> <li>• The decision-making process is facilitated</li> <li>• The Midwifery care plan demonstrates an analysis of the information gained from the assessment process</li> <li>• Midwifery judgements and actions are set out as required to meet the woman's goals and expectations</li> <li>• The care plan is woman-centred</li> <li>• Involves and respects the woman's significant others in care as desired by the woman</li> <li>• The safety of the woman and baby is considered in all planning of care</li> <li>• The woman's significant others are involved in care as desired by the woman</li> </ul>
<b>Midwifery actions are prioritised and implemented appropriately with no Midwifery action or omission placing the woman at risk</b>	<ul style="list-style-type: none"> <li>• Midwifery actions are planned on the basis of current and reliable knowledge and in accordance with Acts, Regulations and relevant policies</li> <li>• Assessment is on-going and the midwifery plan is modified accordingly in collaboration with the LMC</li> <li>• Potentially life threatening situations are responded to and take priority</li> <li>• Competency to act effectively in any emergency situation is demonstrated</li> <li>• Uses appropriate emergency equipment</li> <li>• Deviations from the normal are identified, and following discussion with the woman, consults with the LMC and assists in appropriate referring</li> <li>• Works collaboratively with other health professionals and community groups as necessary</li> <li>• Refers care to the appropriate health professional when she has reached the limit of her expertise</li> <li>• Continues to provide Midwifery care in situations where medical skills are required</li> <li>• Acknowledges every interaction with the woman as a teaching/learning opportunity</li> <li>• Demonstrates awareness of her own health status and seeks support to ensure optimum care for the woman is maintained.</li> </ul>
<b>The Core Midwife is accountable to the woman, to the LMC, to herself, to the Midwifery profession and to the wider community for her practice</b>	<ul style="list-style-type: none"> <li>• Technical competency is demonstrated</li> <li>• Decisions and professional actions are clearly documented</li> <li>• All information relevant to each woman is made available to the woman</li> <li>• Women are aware of mechanisms for complaints and review</li> <li>• Midwifery practice is based on relevant and recent research</li> <li>• Ensures in situations where another dimension of care is needed, negotiation takes place with other care providers to clarify who has the responsibility for the care</li> <li>• Acts on her advocacy role</li> <li>• Any misjudgement of practice are documented and restorative action initiated</li> <li>• Own learning needs are recognised and finds opportunities to have these met</li> <li>• Reflects on practice and generates new ideas</li> <li>• Seeks to maintain and improve the policies and quality of service within Clutha Health First</li> </ul>

<b>Accountabilities and Performance Measures</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<b>The Core Midwife evaluates her practice</b>	<ul style="list-style-type: none"> <li>• The core midwife is involved in the evaluation of her practice</li> <li>• Results of evaluation in her practice are utilised</li> <li>• Collaborates to develop peer appraisal and quality assurance programmes</li> <li>• Annual performance review completed</li> <li>• Meets the performance expectations as identified in the Staff Performance review process</li> <li>• Participates in the Midwifery Council Review Process</li> <li>• Maintains and/or extends knowledge and skill base required for effective performance</li> <li>• Negotiates with management to attend appropriate education and training</li> </ul>
<b>The Core Midwife assists the LMC in negotiating the completion of the midwifery partnership with the woman</b>	<ul style="list-style-type: none"> <li>• Recognises the woman to be independent in the care of herself and her baby prior to discharge from Midwifery care</li> <li>• On-going care from other health professionals and community agencies where necessary is organised</li> <li>• Ensures the woman has had an opportunity to reflect on and discuss her childbirth experience</li> <li>• The woman and her family/whanau are informed of available community support networks</li> <li>• Discusses with the woman the ongoing support needs of both mother and baby</li> </ul>
<b>The Core Midwife develops and shares Midwifery knowledge and initiates and promotes research</b>	<ul style="list-style-type: none"> <li>• Participates in on-going Midwifery education</li> <li>• Gives special recognition to the orientation and familiarisation of new staff and student Midwives and shares her expertise in a supportive manner</li> <li>• Ensures advancement of Midwifery knowledge is based on activities that protect the rights of women</li> <li>• Ensures that Midwifery research incorporates the ethics outlined in the New Zealand College of Midwives, the International Confederation of Midwives Codes of Ethics and those required of Clutha Health First</li> <li>• Research findings are shared and incorporated into Midwifery practice</li> <li>• Participates in the assessment of learning as appropriate (colleagues and mothers/babies)</li> <li>• Assists colleagues to acquire midwifery knowledge and skills</li> <li>• Supports colleagues with services delivery/midwifery</li> <li>• Educational resources are utilised and resources developed as necessary as agreed by the Inpatient &amp; Maternity Services Co-ordinator</li> <li>• Participates in groups/committees as appropriate</li> </ul>
<b>Contributes to Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Actively participates in quality audits and activities</li> <li>• Appropriately contributes to case reviews</li> <li>• Seeks feedback from colleagues</li> <li>• Involved in continuing quality improvement activities</li> <li>• Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health &amp; Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whanua.</li> <li>• Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.</li> <li>• Provide clinical advice (both solicited and unsolicited) to the Maternity Team Leader to ensure the safe and effective delivery of maternity care at Clutha Health First</li> </ul>

<b>Accountabilities and Performance Measures</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<b>Maintain high standards of performance</b>	<ul style="list-style-type: none"> <li>• Meet the performance expectations as identified in the Staff Development Performance Appraisal process.</li> <li>• Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</li> <li>• Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.</li> </ul>
<b>Ensure the provision of a safe and clean environment for Mothers, babies, staff and visitors</b>	<ul style="list-style-type: none"> <li>• Ensure maintenance and responsible use of consumables and equipment.</li> <li>• Ensure appropriate reporting of incidents, equipment faults and problems to the Manager</li> <li>• Practice is safe and meets legal requirements</li> <li>• Practice protects and enhances individual rights</li> <li>• All records are maintained to meet policy and procedure requirements</li> <li>• Maintain knowledge of fire and Civil Defense procedures</li> <li>• Be familiar with and promote infection control measures in all daily activities</li> </ul>
<b>Maintain good communication and interpersonal relationships within Clutha Health First</b>	<ul style="list-style-type: none"> <li>• Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital</li> <li>• Midwifery perspective is promoted within the professional activities of the healthcare team</li> </ul>
<b>The Core Midwife will perform such other duties as reasonably required by the Manager and/or Inpatient &amp; Maternity Services Team Leader in accordance with the conditions of the position</b>	<ul style="list-style-type: none"> <li>• That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe.</li> </ul>

### **Scope of Action**

- The Core Midwife must be able to give the necessary supervision, care and advice to women prior to and during pregnancy, labour and the postpartum period, to assist women in the birthing process and to care for the newborn and the infant.
- The Core Midwife is to work in collaboration with the Lead Maternity Carer (LMC) in providing care to women, babies and their family/whanau.
- The Core Midwife is accountable for the day-to-day delivery of care within the hospital setting and management of own workload.
- Issues and problems outside the scope of practice and knowledge and skills of the midwife should be referred to the Team Leader Maternity Services.
- Though individual accountability is paramount, the core midwife is also expected to function within an interdisciplinary team.
- Service and staff performance issues must be referred to the Team Leader Maternity Services.
- The midwife has no authority for budget expenditure.

### **Scope of Practice**

The Scope of Practice for Midwives is defined but not limited to the following Professional, Organisational, Service Specific and national documentation, legislation and regulations.

- Clutha Health First Policies and Procedures and other relevant documentation – Scope of Practice: Nursing & Midwifery.
- Health Practitioners Competence Assurance Act 2003.
- Midwifery Standard Review
- Privacy Act 1993 and Health Information Privacy Code
- Health and Safety in Employment Act 1992
- Code of Health Disability Services (Consumer Rights) Act 1996
- Section 88 of the New Zealand Public Health & Disability Act 2000
- Neonatal Resuscitation Certificate or relevant.

## Relationships

<b>Internal Relationships:</b>	Lead Maternity Carers (LMC) Mothers/Babies/Family/Whanau/Caregivers Inpatient & Maternity Services Team Leader Clutha Health First Midwifery colleagues – Core/Team Based Midwives Nursing Staff Allied Health Staff Administration Staff Inter-disciplinary members of the health service team including independent contractors in other sectors.
<b>External Relationships:</b>	Self Employed Lead Maternity Carer's (LMC), Self Employed O&G Specialists Primary Health Care Providers General Practitioners Queen Mary Midwifery Director Queen Mary Maternity Centre care providers Dunedin Hospital wider staff group Well Child Health Service Provider Children Youth and Family (CYF) Other Maternity Care Providers Plunket
<b>Supervision of:</b>	Midwifery and Registered Nurse students Supervision of orientating Registered Midwives and Registered Nurses as required



## Person Specification

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to the principles of the Treaty of Waitangi/Te Tiriti O Waitangi.</li> <li>• A positive midwifery identity and commitment to helping practice develop in this organisation</li> <li>• Sound contemporary midwifery knowledge and skill</li> <li>• Demonstrated belief in and commitment to women's health</li> <li>• Positive manner, able to influence without conflict</li> <li>• Calm, even, consistent and mature personality</li> <li>• Good communication skills and customer service practices</li> <li>• Able to be courteous at all times</li> <li>• Upholds confidentiality with a reputation for high integrity and discretion</li> <li>• Demonstrated confident collaborative approach in team practice</li> <li>• Use initiative well.</li> <li>• Sensitive and constructive in responding to the needs of individuals and groups</li> <li>• An active listener, has a way of valuing everyone's opinions</li> <li>• Punctual</li> <li>• Demonstrates a non-judgemental approach in order to deal with problems without implying criticism or blame</li> <li>• Identifies issues and proposes solutions</li> <li>• Conscientious and flexible approach to duties that assure colleagues of reliability</li> <li>• Committed to excellence in service delivery and continuous quality improvement</li> <li>• Able to demonstrate a high level of ability to communicate with other health professionals, mothers, babies and family members/whanau.</li> <li>• Able to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards</li> <li>• Flexible attitude to work outside boundaries of the position when requested</li> <li>• Alert, reliable, thorough, mature, have integrity and initiative</li> <li>• Professional demeanour</li> <li>• Have an appropriate presentation and standard of personal care and grooming.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Registered Midwife with recent, relevant clinical experience.</li> <li>• Continues development of skills knowledge in provision of midwifery care</li> <li>• Continues to develop through post-registration education and learning opportunities</li> <li>• Is aware of contemporary standards and has reputation of providing good practice</li> <li>• Demonstrated ability and willingness to share clinical knowledge with others</li> <li>• Competent with core technical skills</li> <li>• Seeks appropriate guidance and supervision</li> <li>• Understands the importance of good relationships in ensuring continuity of care</li> <li>• Ability to communicate effectively with a wide range of individuals and groups</li> <li>• Possess or working towards level 2 CPR and IV certification</li> <li>• Hold clean and current drivers licence</li> <li>• Current practising certificate</li> <li>• Proficiency in breast feeding knowledge and extensive practical experience assisting mothers and babies</li> </ul>

## **Physical Task Requirements**

- The following denote the key physical requirements for the job
  - Standing
  - Walking
  - Bending
  - Sitting
  - Stairs
  - Simple grasping
  - Fine manipulation
  - Operating Machinery/equipment
  - Lifting/overhead reaching
  - Carrying
  - Pushing/pulling
  - Twisting
  - Climbing/balancing
  - Crouching/squatting
  - Manual handling of people
  - Other reaching
  - Ability to participate in person restraint if required