

## POSITION DESCRIPTION

# Canterbury

## District Health Board

Te Poari Hauora o Waitaha

August 2017

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

Registered Midwife

### **REPORTS TO (Title):**

Charge Midwife Manager, Women's Health

### **REPORTS ON A DAILY BASIS TO:**

Charge Midwife Manager/ Coordinating Midwife

### **PRINCIPAL OBJECTIVES**

The Registered Midwife employed in this role is recognised as an autonomous practitioner who:

- Will work in partnership with women to ensure they receive quality maternity care whilst they are in hospital.
- Has a key role in assisting the DHB to meet its requirements as a maternity services provider as outlined within the maternity services specifications.
- Provides midwifery services that support the provision of primary, secondary and tertiary services within the DHB.
- Will work in partnership with women, LMCs and other members of the health care team to ensure maternity care plans are developed, implemented and reviewed to meet the needs of the woman and her baby during the inpatient stay.
- Will provide emergency midwifery support as required and facilitate transfers to other maternity services when needed.

### **FUNCTIONAL RELATIONSHIPS:**

#### **INTERNALLY:**

- |   |  |
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| 1 | Director of Midwifery<br>Maternity Manager, Women's Health |
| 2 | Service Manager Women's Health                             |
| 3 | Charge Midwife Managers                                    |

4	Clinical Coordinators
5	Midwifery and nursing colleagues
6	Hospital aids
7	Ward Clerks Quality team Neonatal Service
8	People & Capability Advisor
9	O & G Senior Medical Officers and other medical staff
10	Allied Health staff
11	Christchurch Hospital Operating Theatres staff
12	Lactation Consultants

**EXTERNALLY:**

1	Women and their families
2	Access Agreement Holders
3	General Practitioners
4	Community Agencies
5	Suppliers
6	Well child/ Tamariki Ora services
7	Oranaga Tamariki Services
8	Maternal mental health services and Mother and Baby Unit
9	Patient Advocacy Service
10	Child Youth and Family Service Corrections Department (Women's Prison)
11	Health and Disability Commissioner

## **KEY PERFORMANCE OBJECTIVES:**

### **Demonstrates professionalism as a Midwife**

<b>Key Attributes</b>	<ul style="list-style-type: none"><li>▪ Practices within the professional and legal frameworks for midwives in New Zealand.</li><li>▪ Is aware and up to date with recertification requirements.</li><li>▪ Is up to date with current research and best practice and is able to embed this into practice and articulate this to colleagues and women.</li><li>▪ Practices within relevant national/ DHB /professional policies and consensus statements/ guidelines.</li><li>▪ Incorporates principles of cultural competence including the Turanga Kaupapa (<i>Turanga Kaupapa, Midwives Handbook for Practice, New Zealand College of Midwives 2015; the MCNZ's "Statement on Cultural Competence for Midwives" (MCNZ, 2011)</i>) into clinical practice.</li><li>▪ Is aware of national maternity service frameworks and their requirements. (<i>Maternity Facility service specifications, Referral Guidelines, Section 88</i>).</li></ul>
<b>Outcome Measures</b>	<ul style="list-style-type: none"><li>▪ Demonstrates professionalism as a midwife in day to day practice.</li><li>▪ Takes a proactive approach to meeting the Midwifery Council recertification requirements (<i>Midwifery Council of NZ Recertification Requirements <a href="https://www.midwiferycouncil.health.nz/recertification-programme-competency-based-practising-certificates">https://www.midwiferycouncil.health.nz/recertification-programme-competency-based-practising-certificates</a></i>).</li><li>▪ Demonstrates the midwifery Standards of Practice, the profession's Code of Conduct and also that of the DHB, Code of Ethics (<i>Midwives Handbook for Practice, NZ College of Midwives 2015</i>) in day to day work.</li><li>▪ Actively engages and participates in Midwifery Standards Review (<i>Midwifery Standards Review Handbook, NZ College of Midwives 2012</i>) which is completed within the required timeframe.</li><li>▪ Shows evidence that current research and best practice informs practice as demonstrated in their professional portfolio.</li><li>▪ Utilises opportunities to share current research and best practice with colleagues and incorporate it into daily work.</li><li>▪ Demonstrates in day to day practice the use of relevant hospital guidelines, and policies, national policy statements and consensus statements.</li><li>▪ Participates in the development and update of hospital guidelines, and policies and in some instances national policy statements and consensus statements.</li><li>▪ Demonstrates an understanding of the midwifery role in relation to national maternity frameworks and utilises these in practice e.g. referral guidelines.</li><li>▪ Has a plan for working towards or completing the QLP process.</li><li>▪ Demonstrates consistent application of cultural competency and Turanga Kaupapa in every day practice.</li></ul>

### **Maintains and develops clinical skills and decision making**

<b>Key Attributes</b>	<ul style="list-style-type: none"><li>▪ Has competent clinical skills and decision making and works within the midwifery scope of practice.</li><li>▪ Is proactive in recognising areas for improving theoretical knowledge and skill development.</li><li>▪ Is willing to share clinical skills and knowledge with others.</li><li>▪ Is keen to enhance and develop clinical skills.</li></ul>
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<b>Outcome Measures</b>	<ul style="list-style-type: none"> <li>▪ In day to day practice demonstrates the skill set and knowledge required to provide competent care to women and families.</li> <li>▪ Takes a proactive approach to develop and enhance clinical skills</li> <li>▪ Shares knowledge and supports other midwives, students and/or health professionals to update and further develop their clinical skills.</li> <li>▪ Discusses their plan in relation to the QLP process.</li> </ul>
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### Team Work

<b>Key Attributes</b>	<ul style="list-style-type: none"> <li>▪ Appreciates the different roles within the maternity service of both internal and external key stakeholders.</li> <li>▪ Has a collaborative working relationship with key internal and external stakeholders.</li> <li>▪ Actively participates in and contributes goals and activities within the maternity service.</li> <li>▪ Ensures women remain involved and at the centre of all care decisions.</li> <li>▪ Coaches others to develop knowledge and skills to accomplish tasks.</li> <li>▪ Is willing to take appropriate actions in situations that could compromise the safety of women and babies or staff e.g. adverse clinical event reporting, safe staffing.</li> </ul>
<b>Outcome Measures</b>	<ul style="list-style-type: none"> <li>▪ Is recognized by others in the team as an effective and positive team member.</li> <li>▪ Is able to demonstrate participation in maternity service goals, quality activities and other initiatives.</li> <li>▪ Maintains a positive working relationship with key internal and external stakeholders.</li> <li>▪ Uses the incident reporting system appropriately and effectively to enhance the quality of care for women and their babies.</li> <li>▪ Demonstrates professionalism and respect when addressing difficult situations that could compromise the safety of women or their babies or colleagues.</li> </ul>

### Communication

<b>Key Attributes</b>	<ul style="list-style-type: none"> <li>▪ Recognizes the importance of clear written and verbal communication when working with women and/ or colleagues.</li> <li>▪ Responds with respect, empathy, tact and diplomacy in a timely manner to women and colleagues.</li> <li>▪ Is able to communicate in a professional, respectful way to health professional colleagues and women/ and their supports within the bounds of the Privacy Act.</li> <li>▪ Provides effective advocacy for women/whanau when required.</li> <li>▪ Understands and works within privacy and confidentiality requirements.</li> <li>▪ Is flexible, tolerant and responsive to situations, particularly focusing on effective resolution and de-escalation techniques when dealing with conflict.</li> <li>▪ Is able to articulate concerns in relation to patient safety or other workplace concerns.</li> <li>▪ Confidentiality is maintained</li> </ul>
<b>Outcome Measures</b>	<ul style="list-style-type: none"> <li>▪ Evidence that written documentation meets required standard.</li> <li>▪ Evidence of integrated health care planning and communication demonstrated in day to day work.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Demonstrates evidence of appropriate skills to report a clinical incident or safety concern related to the care of women and/or their babies.</li> <li>▪ Demonstrates evidence of knowledge about the appropriate processes to report staffing concerns.</li> <li>▪ Demonstrates appropriate communication with LMCs and other stakeholders taking cognisance of privacy and confidentiality issues.</li> <li>▪ Evidence that communication is done in a professional, respectful way.</li> <li>▪ Communicates in a timely manner with LMCs and other health care providers.</li> </ul>
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**HEALTH & SAFETY**

Lead or implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards.

This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others.
- Make unsafe work situations safe or, inform a supervisor or manager.
- Demonstrate knowledge about hazards in the work area and the procedures in place to identify and control hazards and knows how to access this information.
- Use Personal Protective Equipment correctly and when required.
- Report hazards, incidents, accidents, and near misses promptly and accurately.
- Seek advice from manager if unsure of work practices.
- Complete mandatory training as required.
- Demonstrate knowledge about emergency procedures and evacuation plans.
- Assists in maintenance of equipment as required, and reports faulty equipment promptly.
- Actively practices clinical standard precautions.

**QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures. Within maternity services there are a number of quality initiatives and a main focus is the Maternity Quality and Safety Programme (MQSP) which is based on the New Zealand Maternity Standards (MOH, 2011).

## **QUALIFICATIONS & EXPERIENCE:**

### **Essential**

- Registered with the Midwifery Council of New Zealand.
- Has a current Annual Practising Certificate with no conditions.
- Evidence of recent midwifery practice; or
  - for recent midwifery graduates, evidence of enrolment on the Midwifery First Year of Practice Programme.
  - or evidence of a Return to Practice Programme.
- An understanding of the Treaty of Waitangi and how it applies to the provision of health care.
- Demonstrated understanding of maternity care delivery in New Zealand.
- Demonstrated ability to work effectively within a busy environment with competing demands in keeping with their level of experience (*Graduate, Return to Practice and Midwives new to the particular service area will need support and preceptorship particularly in secondary / tertiary maternity facilities in order that they can meet this requirement*).

## **PERSONAL ATTRIBUTES:**

### **Mandatory:**

- Excellent written and oral communication skills.
- The ability to think strategically and communicate and influence at all levels.
- A high level of interpersonal skills.
- Ability to motivate and acknowledge others' skills.
- Ability to delegate.
- Ability to create a team environment.
- Ability to "work together" in a truthful and helpful manner.
- Ability to "work smarter" by being innovative and proactive.
- Accepts responsibility for actions.
- Ability to provide inspirational and motivational leadership.

### **Desirable:**

- Innovative/Creative.
- Enthusiastic.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job-related tasks other than those specified.*