

**POSITION DESCRIPTION**

**POSITION:** Vulnerable Women – Midwife Specialist

**RESPONSIBLE TO:** Charge Midwife Manager, Nelson

**Health New Zealand | Te Whatu Ora Nelson Marlborough**

**Our vision | Tō tātou manako:** All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

**Our mission | Tō tātou kaupapa:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

**Our Values – Ō tātou whanonga pono**

**Respect | Manaakitanga:** We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

**Innovation | Auaha:** We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori.*

**Teamwork | Whakarāmemene:** We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaipupuni hauora katoa.*

**Integrity | Ngākau tapatahi:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

**PURPOSE OF POSITION**

The Midwife Specialist will provide leadership and support to Lead Maternity Carers and Community Midwives and the wider multi-disciplinary and multi-agency team where pregnant women have additional social, mental and cultural needs to optimise their own and their babies health and wellbeing. This position will provide midwifery expertise on improving health outcomes for vulnerable women and their babies through a strengths based - whanau centred approach prioritising the needs of Tangata Whenua to improve equity based outcomes.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>Ensure that whānau/families requiring additional social, mental and cultural support are identified and plans are developed through a strengths-based approach to improve health equity outcomes.</p> <p>Where there is a concern for the safety and wellbeing for women and her unborn/baby, consult with Te Whatu Ora/Health New Zealand Maternity social worker to allow appropriate multi-agency, culturally appropriate, plans to be developed and regularly updated to address risks throughout the pregnancy journey.</p>	<ul style="list-style-type: none"> <li>• Collaborate and work closely with the maternity social worker to identify whanau/families who require additional support with: <ul style="list-style-type: none"> <li>Alcohol and drug use</li> <li>Family violence</li> <li>Care and protection</li> <li>Previous children removed from care</li> <li>Transience</li> <li>Gang affiliation</li> <li>Cultural needs</li> <li>Mental Health</li> </ul> </li> <li>• Collaboration with appropriate agencies in conjunction with maternity social worker to ensure that care planning and appropriate plans are completed, including Maternal Care Interagency Meetings (MICM).</li> <li>• Where appropriate, ensure that whānau/families are aware of any health and social service concerns and are active participants in their own plan of maternity care and identifying resources that may support them.</li> <li>• Provides midwifery leadership and midwifery expertise in the area of child protection, perinatal mental health, first 2000 days and other key components to the pregnancy, birth and early postnatal period for women experiencing additional health and social challenges.</li> <li>• Provide a point of contact for midwives, alongside maternity social worker, to assist them to navigate to engage support for their clients.</li> <li>• Support co-working between community midwives and well child providers to enable seamless transition between services</li> <li>• Ensure that maternity discharge plans are prepared and communicated prior to discharge from maternity care.</li> </ul>

<p><b>Liaison with Nelson/Marlborough child protection co-ordinator and other agencies to enhance child protection</b></p>	<ul style="list-style-type: none"> <li>• Attends MCIM meetings</li> <li>• Ensure that care delivered is consistent with the vulnerable children’s act and other child protection legislation</li> <li>• Ensure that care delivered is consistent with Te Tiriti obligations</li> <li>• Ensure that care delivered is consistent with local and national policies/guidelines</li> </ul>
<p><b>Quality improvement</b></p>	<ul style="list-style-type: none"> <li>• Ensures that clinical guidelines related to vulnerable families are developed and maintained as required in conjunction with child protection co-ordinator.</li> <li>• Develop maternity audit examining outcomes for families with complex social needs and improvements suggested.</li> <li>• Coordinate an MDT debrief for cases where babies have been put in a place of safety, linking in with safety first and implementing improvements.</li> <li>• Orientation and education are provided to new staff and new LMCs as required on the care of families with complex social needs.</li> </ul>
<p><b>Professional practice</b></p>	<ul style="list-style-type: none"> <li>• All employed midwives are expected to maintain their core midwifery competencies and be able to demonstrate the competencies required to hold an annual practicing certificate. Opportunities will be given to ensure that a midwife in this position is able to practice safely and contemporaneously.</li> <li>• Practices in accordance with the legal, ethical, and professional standards, and practices in an culturally safe manner at all times</li> <li>• Engages in post graduate education to support leadership role</li> <li>• Maintains and develops own expertise and knowledge in midwifery practice through continuing professional development.</li> <li>• Pro-actively participates in own performance development and review.</li> <li>• Develops and sustains productive working relationships with the multi-disciplinary team to facilitate best practice</li> <li>• Acts as a conscientious member of the multidisciplinary team</li> <li>• Responds to requests in a timely manner,</li> </ul>

<p><b>Te Tiriti o Waitangi</b></p>	<ul style="list-style-type: none"> <li>• Supports the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori</li> <li>• Supports tangata whenua/mana whenua led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care</li> <li>• Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity</li> <li>• Support the expression of hauora Māori models of care and Mātauranga Māori.</li> </ul>
<p><b>Privacy and Record Keeping</b></p> <p>E-prosafe is Health NZ Nelson Marlborough's official documentation repository for any sensitive family harm/child protection concerns.</p>	<ul style="list-style-type: none"> <li>• Ensure that personal and health information (patient, staff, corporate) is managed in accordance with local and national Health New Zealand's privacy policies and relevant privacy laws and regulations, and that privacy breaches are investigated, reported and corrective action implemented in line with policy.</li> <li>• Creates accurate and appropriate records to support and evidence business activities and regularly files to ensure that corporate information is secure, unchanged and not removed until its compliant disposal date.</li> </ul>

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

- NZ Registered Midwife
- Holds a New Zealand midwifery annual practicing certificate with no conditions
- Further educational development at post graduate level an advantage

### **KNOWLEDGE AND EXPERIENCE**

- Must have a knowledge and empathy for bi-culturalism and practices in a manner which the client determines is culturally safe
- Experience of working with women from a wide range of cultural backgrounds
- Minimum five years of post-qualified clinical experience
- Basic knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Nelson Marlborough Information Technology policies

### **SKILLS AND ABILITIES**

- Familiar with Te Tiriti, Kaupapa Māori and Te Ao Māori
- Demonstrated organisation and time management
- High standard of interpersonal verbal and written communication skills
- Demonstrated ability to make autonomous decisions
- Demonstrates commitment to ongoing learning and self development

### **PERSONAL ATTRIBUTES**

- Demonstrates total commitment to woman centred care and quality standards
- Models and promotes caring, supportive and competent midwifery practice
- Values teamwork
- Shows adaptability and flexibility in work practices
- Able to relate openly to a diverse group of people
- Promotes and models effective teamwork
- Manages conflict constructively
- Familiarity with the Children's Act, Privacy Act and the Health Practitioner Privacy code
- Empathy, compassion and sensitivity
- Awareness of the social determinants of health and the influence of poverty on access to health care.
- Ability to work calmly under pressure
- Excellent clinical skills and knowledge
- Willing and competent to work compassionately with families under stress.
- Attention to detail and ability to follow through on commitments
- Ability to work unsupervised and to set own work plan in consultation with manager
- Ability work collaboratively and function well in a variety of teams, developing positive working relationships
- Seeks opportunities to assist and support colleagues, is available to support and debrief colleagues who have been caring for families with complex social needs

- Attention to detail and able to produce and report data efficiently and effectively
- Evidence of strong commitment to quality improvement
- Committed to own professional and personal development
- Receives and processes constructive feedback related to own performance
- Recognises and respects individual differences and practices in a culturally safe manner
- Upholds confidentiality, behaves with integrity and discretion
- Makes effective decisions within appropriate timeframes and levels of responsibility
- Highly organised and able to do multiple tasks simultaneously
- Escalates issues appropriately, and seeks assistance when needed

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
  - Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
  - Act at all times in the best interest of the children and young people, putting their interests first.
  - Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

## **7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

## **8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

## **9. Treaty of Waitangi**

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

## **10. Smokefree**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

## **APPENDIX 2**

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"><li>• a chronic skin condition</li><li>• been working in an overseas healthcare facility in the last year</li><li>• been MRSA-positive in the last year</li></ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.