

Health New Zealand

Te Whatu Ora

Nelson Marlborough

POSITION DESCRIPTION

POSITION: Antenatal / Postnatal Midwife (Community Midwife)

RESPONSIBLE TO: Charge Midwife Manager

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 kaupupuni 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 ngākau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF POSITION

To work in partnership with clients of Health NZ Nelson Marlborough maternity services to achieve the vision contained in the service specifications and objectives outlined in the contracts for maternity services and facilities with the Ministry of Health.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>1. Provision of Midwifery Care</p> <ul style="list-style-type: none"> • Ensure women understand all their maternity care options and support accessing a community based LMC if possible. • Provide planned antenatal and postnatal care for women unable to access community based Lead Maternity Care (LMC) services. • Establish, maintain and terminate midwifery partnerships with each woman for whom you provide care. • Make appropriate referrals in consultation with the woman when additional (secondary maternity) care is required. • Ensure women's care plans outline labour and birth plan and arrange postnatal care for women where care is needed to be transferred to another midwife. 	<p>The woman is supported through her maternity experience by the midwifery team with continuity of care where possible.</p> <p>Each woman has a documented plan of care enabling the achievement of a fulfilling outcome to her pregnancy and childbirth experience.</p> <p>Ongoing assessment occurs throughout the midwifery partnership.</p> <p>Care plans are reviewed and updated as required at each point of contact with the woman.</p> <p>Women experience high quality, evidence based care reflecting current guidelines.</p> <p>Te Tiriti o Waitangi commitments are upheld across all of the service.</p>
<p>2. Workload Organisation</p> <ul style="list-style-type: none"> • Manage antenatal and postnatal care in an effective and efficient manner. • Use professional judgement to prioritise women's care. • Recognise limits of capability and expertise. • Document care in a timely manner. • Actively contribute to the conservation of human and other resources. 	<p>Antenatal and Postnatal care is provided to women booked by Health NZ Nelson Marlborough maternity service.</p> <p>Women's maternity care needs are met in order of priority.</p> <p>Bookings, clinics and postnatal follow-up are timely.</p> <p>Timely communication between members of the woman's maternity care team is achieved.</p> <p>Judicious and economic use of resources is maintained.</p>
<p>3. Inter-professional Relationships</p> <ul style="list-style-type: none"> • Develop functional relationships with the other community midwives. • Develop functional relationships with core midwife colleagues, the Clinical Midwife Leader, other Lead Maternity Carers, Specialists and other staff. • Work collaboratively with other members of the woman's maternity care team. • Communicate effectively with all team members. • Maintain working relationships with other agencies. 	<p>The Caseload Midwives work in a collaborative, collegial, supportive and co-operative way to benefit women using the service.</p> <p>A respectful, collaborative and co-operative work culture is created in the maternity facility.</p> <p>Women's maternity care needs are met in an effective manner.</p> <p>Professional and collegial relationships are maintained.</p> <p>Referrals are made to enhance the woman's maternity experience and address additional health and social needs.</p>

<p>4. Professional Development</p> <ul style="list-style-type: none"> • Be responsible for own ongoing professional midwifery development. • Have knowledge of current evidence for effective midwifery practice. • Implement midwifery care guided by professional standards of care. • Participate in the necessary processes to demonstrate ongoing midwifery competency. 	<p>The requirements of the Health Practitioners Competency Assurance Act are met.</p> <p>Midwifery practice is evidence based. Women receive care based on established professional midwifery principles. Competency and currency of midwifery practice is maintained.</p> <p>Participate in annual performance review process including review of performance goals and identification of areas for professional development.</p>
<p>5. Internal & External Networks</p> <ul style="list-style-type: none"> • Use identified channels of communication. • Seek informal and formal consumer feedback on own performance and maternity service delivery. • Participate in implementation of responses to consumer feedback. 	<p>Appropriate and effective communication within Health NZ Nelson Marlborough. Feedback is provided to individual practitioners and the maternity service to assist with ongoing development. Maternity service remains woman-centred and provides effective maternity care to all women using the service.</p>
<p>6. Quality Improvement</p>	<p>Participate in quality improvement processes in your area of work.</p> <p>A quality, customer-focused service is provided at all times, which follows best practice.</p>
<p>9. General</p> <ul style="list-style-type: none"> • Other duties as negotiated with your Manager. • Meet obligations contained in Appendix 1 & 2. 	<p>Demonstrated compliance with obligations in Appendix 1 & 2.</p>

PERSON SPECIFICATION

QUALIFICATIONS

- New Zealand Registered Midwife
- May also be qualified as a Registered Nurse or Registered General and Obstetric Nurse
- Current Annual Practising Certificate
- Drivers licence (and own car)
- CPR Instructor's Certificate advantageous

KNOWLEDGE

- Understands professional midwifery framework – Philosophy, Code of Ethics, Standards of Midwifery Practice
- Knowledge of current maternity service provision contracts.
- Knowledge of professional requirements for ongoing competency.
- Understanding of the implications of the Treaty of Waitangi (Te Tiriti o Waitangi) as the founding document of New Zealand.
- Practises in a culturally safe manner as determined by the client.
- Understands obligations of Lead Maternity Carer outlined in Section 51 and has demonstrated compliance
- 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

- Midwifery competencies
- Organisation and time management
- Verbal and written communication skills
- Ability to make autonomous professional decisions
- Ability to reflect on practice
- Commitment to ongoing learning and self development
- Relevant experience as a Midwife (recent delivery experience in Midwifery)

PERSONAL ATTRIBUTES

- Demonstrates commitment to woman centred care and professional midwifery standards.
- Models and promotes caring, supportive and competent midwifery practice
- Shows adaptability and flexibility in provision of maternity care
- Able to relate openly to a diverse group of people
- Models and promotes effective collaboration with other health professionals
- Able to set own professional and work objectives
- Shows flexibility in meeting maternity care plans and maternity service objectives
- Able to work autonomously
- Able to be accountable and responsible for actions and behaviour
- Ability to prioritise and respond immediately to situations requiring resolution
- Able to manage conflict constructively
- Problem solving, decision making and time management skills
- Available and able to participate in call requirements

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.

Condition	Information to include in Position Description
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 ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
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 ²

¹Clinical 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.)

²Exposure-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.