

#### POSITION DESCRIPTION

**POSITION:** Core Midwife (New Graduate) – Maternity

**RESPONSIBLE TO:** Charge Midwife Manager

**PROFESSIONAL REPORTING TO:** Director of Nursing and Midwifery

#### 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 hapori, 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 hapori.*

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

#### PURPOSE OF POSITION

The registered midwife employed in this role is recognised as an autonomous practitioner who:

- Will work in partnership with women to ensure they receive safe, high quality midwifery care.
- Has a key role in assisting Health New Zealand | Te Whatu Ora (Nelson Marlborough) to meet its requirements as a maternity service provider as outlined in the maternity service specifications.
- Provides midwifery services which support the provision of primary, secondary services within Health NZ Nelson Marlborough.
- Will work in partnership with women, LMC's, and other members of the health care team to ensure maternity care plans are developed, implemented and reviewed to meet the needs of the women and her baby and family.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Provision of safe, evidence based, high quality midwifery care.</b></p> <p>Key Attributes:</p> <ul style="list-style-type: none"> <li>• Is aware of the professional and legal frameworks for midwives in NZ</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.</li> <li>• Is aware of hospital guidelines, policies, relevant national policies, consensus statements/guidelines.</li> <li>• Incorporates the principles of cultural safety including the Turanga Kaupapa into clinical practice</li> <li>• Is aware of national maternity service frameworks and their requirements.</li> </ul>	<p>Demonstrates professionalism as a midwife in day to day practice</p> <p>Takes a proactive approach to meeting the Midwifery Council recertification requirements</p> <p>Demonstrates the midwifery Standards of Practice, Code of Conduct, Code of Ethics in day to day work</p> <p>Actives engages and participates in Midwifery Standards Review within the required time frames</p> <p>Evidence that current research and best practice informs practice as demonstrated in portfolio</p> <p>Opportunities to share current research and best practice with colleagues and incorporate into daily work are taken</p> <p>Demonstrates awareness of relevant hospital guidelines, policies and national policies, guidelines and consensus statements within day to day practice</p> <p>Participates in the development and update of hospital guidelines through the maternity guidelines group</p> <p>Demonstrates an understanding of the midwifery role in relation to national maternity frameworks and utilises these in practice – e.g. the referral guidelines</p> <p>Is working towards or has completed domain achievement in QLP (except MFYP midwives)</p> <p>Demonstrates consistent application of cultural competency and Turanga Kaupapa in every day practice.</p>
<p><b>Maintains and develops clinical skills and decision making</b></p> <p>Key Attributes:</p> <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 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>	<p>In day to day practice demonstrates the skill set required to provide competent care to women, babies and families</p> <p>Takes a proactive approach to develop and enhance clinical skills</p> <p>Shares knowledge and supports other midwives, students and health professionals to update and further develop their clinical skills</p> <p>Is progressing through the QLP process (exception MFYP midwives).</p>

<p><b>Team work</b></p> <p>Key Attributes:</p> <ul style="list-style-type: none"> <li>• Appreciates the different roles within maternity services of both internal and external key stakeholders</li> <li>• Has a good working relationship with key internal and external stakeholders</li> <li>• Actively participates and contributes in the goals and quality improvement activities within the maternity service</li> <li>• Ensures women remain involved and at the centre of all care decisions</li> <li>• Communicate effectively with all team members</li> <li>• Contributes to team problem solving.</li> <li>• Coaches others to develop knowledge and skills to accomplish tasks</li> <li>• Is willing to take appropriate actions situations that could compromise the safety of women, babies or staff – e.g. adverse clinical event reporting.</li> </ul>	<p>Is recognised by others in the team as an effective and positive team member</p> <p>Is able to demonstrate participation in departmental goals, quality activities and other initiatives</p> <p>Maintains a positive working relationship with key internal and external stakeholders</p> <p>Uses the incident reporting system appropriately and effectively to enhance the quality of care</p> <p>Demonstrates awareness of and engagement in the Maternity Quality and Safety Programme</p> <p>Demonstrates professionalism and respect when addressing difficult situations that could compromise the safety of women, their babies or family and staff.</p>
<p><b>Communication</b></p> <p>Key attributes:</p> <ul style="list-style-type: none"> <li>• Recognises the importance of clear written and verbal communication when working with women and 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 colleagues and clients</li> <li>• Provides effective advocacy for women and their families when required</li> <li>• Understands and works within privacy and confidentiality requirements</li> <li>• Is flexible, tolerant and responsive to situations – particularly focussing 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> </ul>	<p>Evidence that written documentation meets required standards</p> <p>Evidence of integrated health care planning and communication</p> <p>Demonstrates an awareness of the appropriate processes to report a clinical incident or safety concern</p> <p>Demonstrates appropriate communication with LMC's and other stakeholders taking cognisance of privacy and confidentiality requirements.</p> <p>Awareness of relevant policies in relation to protecting infants/children and women from harm</p> <p>Evidence that communication is done in a professional, respectful way</p> <p>Communicates in a timely manner with LMC's and other health care providers.</p>
<p><b>Professional Development</b></p>	<p>Participates in performance review process including review of performance goals and identification of areas for professional development.</p>

<b>Quality Improvement</b>	A quality, customer-focused service is provided at all times, which follows best practice Participates in quality improvement processes in your area of work.
<b>General</b>	Other duties as negotiated with your Manager Meets obligations contained in Appendix 1 & 2.

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- NZ Registered Midwife
- Current practising certificate

### **KNOWLEDGE**

- Must have a knowledge and empathy for bi-culturalism and practices in a manner which the client determines is culturally safe

### **SKILLS AND ABILITIES**

- Experience as a registered Midwife, or for recent midwifery graduates, evidence of enrolment on the Midwifery First Year of Practice Programme (MFYP)
- Demonstrates proficient practice
- 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
- Proficiency required in neonatal resuscitation
- IV cannulation insertion certificate desirable
- Intermediate 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

### **PERSONAL ATTRIBUTES**

- Demonstrates total commitment to woman centred care and quality standards
- Promotes the image of 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
- Able to show flexibility in meeting team goals and set own objectives
- Ability to work with autonomously
- Ability to be accountable for actions
- Ability to prioritise and respond immediately to stressful situations
- Problem solving, decision making and time management skills

## **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.