



# MDHS Position Description

<b>POSITION:</b>	Core Staff Midwife
<b>REPORTS TO:</b>	NUM Amherst & Maternity Services Coordinator
<b>CLASSIFICATION:</b>	RM/RN grade 2
<b>AWARD:</b>	<i>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 and its successor Agreements</i>

## Maryborough District Health Service






Maryborough District Health Service (MDHS) has been operating in Maryborough for more than 160 years and has a proud history of providing high quality services to the local community.

The main campus is located in Maryborough with other services delivered from the Avoca and Dunolly campuses

MDHS employs over 450 staff and is one of the largest employers in the region.

MDHS serves the Local Government Areas of Central Goldfields and Pyrenees Shires and provides a comprehensive range of services to a population of around 15,000 people.

<b>Clinical Services</b>	<b>Acute – Medical/Surgical</b> Amherst – 28 inpatient beds Dunolly – 2 inpatient beds	<b>Allied Health Support for Inpatient Care</b>	<b>Central Sterilising Department</b>
	<b>Dialysis</b> 6 chairs	<b>Drug &amp; Alcohol Detoxification</b>	<b>Maternity Services</b>
	<b>Palliative Care</b>	<b>Theatre – Same Day &amp; Overnight</b>	<b>Post-Acute Care</b>
	<b>Pre-Admission Clinic</b>	<b>Urgent Care Centre</b> 4 cubicles	<b>Medical Imaging</b>
<b>Aged Care</b>	<b>Residential</b> Wattlerise – 45 high care beds Avoca – 29 high and low care beds Dunolly – 19 high and low care beds	<b>Respite Care</b> Avoca – 1 respite bed	<b>Transition Care Program</b> Dunolly – 4 beds
<b>Community Services</b>	<b>District Nursing</b>	<b>Chronic Disease Management</b>	<b>Oral Health Services</b>
	<b>Housing</b>	<b>Occupational Therapy</b>	<b>Physiotherapy</b>
	<b>Speech Pathology</b>	<b>Dietetics</b>	<b>Community Health</b>
	<b>Health Promotion</b>	<b>Social Support</b>	<b>Alcohol &amp; Drug</b>
<b>Support Services</b>	<b>Administration</b>	<b>Building Services</b>	<b>Emergency Management</b>
	<b>Health Information</b>	<b>Hotel Services</b>	<b>Human Resources</b>
	<b>Quality &amp; Risk</b>	<b>Staff Education</b>	<b>Student Management</b>
	<b>Finance</b>	<b>Occupational Health &amp; Safety</b>	<b>Procurement &amp; Supply</b>

Our Vision	
Healthy Community – Inspiring Health	
Our Purpose	
Empowering Health	We will improve the current general health status of the population and support individuals to better manage their health
Strengthening Services	We will continue to deliver and improve the range of primary and secondary level health services expected of a rural health service
Developing People	We will invest in our people and foster a vibrant and positive work culture.
Working with Partners	We will work collaboratively with our partners and other service providers
Our Values	
 GENUINE	We are consistently honest, trustworthy and accountable
 RESPECT	We are fair, honest and caring to those we work with and meet
 EXCELLENCE	We reflect the highest standards of service and care
 ACCOUNTABILITY	We do what we say we are going to do; we support each other and hold each other to account.
 TOGETHERNESS	We share the same vision and work together to achieve our goals; we behave in a way that demonstrates our shared commitment to our values



# Position Description

## The Position

The Registered Nurse/Midwife:

- Demonstrates competence in the provision of quality care.
- Is rostered as part of the acute services team on the Amherst ward and has a key role caring for both maternity and general patients.
- Practices independently and interdependently assuming accountability and responsibility for their own actions and the delegation of care to other healthcare workers as required.
- Develops professional practice in accordance with the health needs of the population and changing patterns of disease and illness.
- Contributes to quality healthcare through personal and professional development, clinical supervision and development of policy and clinical practice guidelines.

MDHS is implementing a Continuity of Care Model in which Core Staff Midwives (CSM) and Midwifery Group Practice Midwives (MGP midwives) work together to provide seamless care to all MDHS clients. CSM are rostered to the Amherst ward and may provide care across all areas of midwifery practice (antenatal, labour/birth and postnatal care). CSM's will also be allocated an acute nursing load within the Safe Patient Care Act (2015) (Amended 2019).

CSM's working on the Acute Ward roster will provide labour and birth support to the primary MGP midwife and will also provide inpatient postnatal care to mothers and babies. Pregnancy assessment and domiciliary home visits for women who are not booked to birth with the Continuity Model or who are referred to MDHS for home care will also provide variety within a mixed workload.

The CSM is part of the broader maternity services team with 24/7 support from MGP midwives and General Practice Obstetricians.

## Specific Responsibilities

- The Registered Nurse/Midwife will accept accountability and responsibility for their own actions within their scope of practice.
- Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver accountable care that protects the right of individuals and groups
- Ensure that all MDHS mandatory competencies are completed and maintained within the expected time frames.
- Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
- Mentor or preceptor staff as directed by the Nurse / Midwifery Unit Manager or delegate and Act as a resource for Graduate Nurses, other Grade 2 Nurses, Enrolled Nurses and casual nursing staff
- Assume rotation into senior midwifery/nursing roles when delegated or required to do so, based on the level of educational preparation and competence
- Demonstrate a commitment to organisational change
- Assume accountability and responsibility for providing quality direct patient care through assessment, planning, implementation and evaluation of outcomes
- Accept accountability for own actions and seek guidance from senior nursing/midwifery staff when limited by own level of expertise.
- Practice within policy and procedural guidelines
- Respond to clinical changes in the patient's condition and initiate consultation with relevant medical/nursing and multidisciplinary team as required
- Accurately document patient care in accordance with health service guidelines
- Supervise and direct the clinical practice of other staff as required



# MDHS Position Description

- Ensure incidents regarding clinical practice are accurately documented and investigated at the time of the incident and the Nurse / Midwifery Unit Manager or delegate is informed
- Assist with monitoring workloads to ensure appropriate staff and skill mix

To competently perform in this position, the person should possess the knowledge, skills and experience based upon the following Key Result Areas and Performance Indicators:

## Organisational Responsibilities

### Organisational Values

Each staff member must demonstrate and uphold the mission and values of MDHS. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.

### Equal Opportunity, Workplace Behaviours & Code of Conducts

MDHS endorses the Victorian State Government Code of Conduct. Each staff member has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each staff member must adhere to MDHS Policies in this regard and participate in education and training.

Each staff member must demonstrate an understanding of appropriate behaviours when engaging with children, according to MDHS' Child Safety Policy and Child Safety Code of Conduct.

Employment with MDHS is subject to the operation of the Disability Worker Exclusion Scheme maintained by the Department of Health (DoH), as amended from time to time (refer Appendix 1).

### Quality Improvement

Each staff member is required to participate in MDHS' Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate staff development, training and education as required by MDHS and sharing knowledge with other staff members.

### Risk Management

Each staff member has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All staff members are required to report any incidents that occur during the course of their duties.

### Occupational Health & Safety

Each staff member has the right to a safe working environment and should advise their direct line manager of any risk or condition likely to result in accident or injury. Each staff member has the responsibility to take reasonable care of their own health and safety, to co-operate with OH&S policies, and to participate in appropriate safety education and evaluation activities.

### Infection Control

Each staff member is responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to the Infection Control Policy Manual Guidelines.

### Confidentiality



# MDHS Position Description

Each staff member must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

## **Pre-Employment Security Screening**

All new staff members are required to undergo a criminal history check prior to commencement and then again every three years.

A valid Employee Working With Children Check is also required for all positions.

## **No-Smoking Policy**

To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

## **Key Selection Criteria**

### **Qualifications / Experience**

1. Registration with the Nursing and Midwifery Board of Australia (NMBA) as a nurse and midwife
2. Post registration experience in Midwifery.
3. Current FSEP Level 2 or 3
4. Evidence of recent neonatal resuscitation competency.

### **Specialist Expertise**

5. Demonstrated ability to contribute and practise collaboratively as part of a multi-disciplinary team.
6. Demonstrated ability to communicate effectively with patients, visitors and staff at all levels within the organisation.
7. Demonstrated written and computer skills at the level required to fulfil the role.
8. Demonstrated evidence of commitment to ongoing education and professional development to ensure working within current scope of practice

### **Personal Qualities**

9. Demonstrated organisational skills particularly with respect to time management.
10. Well-developed interpersonal skills.
11. A desire and ability to embrace change.
12. Demonstrated commitment to consumer centered care.

## **Additional Information**

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory corporate training.

## **Acceptance**



**MDHS**  
Inspiring Health

# Position Description

I understand, agree to and accept the role as outlined in this position description.

Staff Member's Name (please print)

Staff Member's Signature

Date

---

---

---

## Appendix 1

Employment with MDHS is subject to the operation of the Disability Worker Exclusion Scheme maintained by the Department of Health (DoH), as amended from time to time.

This means that you consent to MDHS and DoH collecting sensitive personal information, including details about your criminal, employment and engagement history, for the purposes of compiling the Disability Worker Exclusion List (the List).

Your conduct in relation to your engagement with MDHS, and your conduct outside of your engagement with MDHS, could result in you being placed on the List and could jeopardise your ability to be engaged by a disability service provider.

As defined in the Disability Act (Vic),

- A Disability Worker is a person engaged by a disability service provider who:
  - provides, or supervises or manages a person who provides direct support to a person with a disability, and
  - has direct contact or access to a person with a disability
- Excluded Work is work performed at a disability service:
  - as a Disability Worker, or
  - that involves regular direct contact with or access to a person with a disability.

If you are placed on the List or a Notification is made about you (that is, a disability service provider has notified DoHS that you have engaged in conduct which may fall within the List criteria), you agree that DHHS may inform any other disability service provider or authorised labour hire agency that is currently engaging you, that you are on the List or that you are the subject of a Notification.

Accordingly, you must inform MDHS of the name and address of any other organisation you are engaged in or intend to become engaged by.