



# MDHS Position Description

<b>POSITION:</b>	Midwifery Group Practice Midwife
<b>REPORTS TO:</b>	Maternity Services Coordinator
<b>CLASSIFICATION:</b>	Clinical Midwife Specialist (JC5)
<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



We are consistently honest, trustworthy and accountable



We are fair, honest and caring to those we work with and meet



We reflect the highest standards of service and care



We do what we say we are going to do; we support each other and hold each other to account.



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

## The Position

The MGP midwife will provide care for an allocated group of women (case load), and will collaborate with other healthcare professionals to provide care through the continuum of pregnancy, labour, birth and the postnatal period. The Midwife must demonstrate a broad range of midwifery skills and knowledge, clinical expertise and be competent in the support and education of women and their families. The MGP midwife



# Position Description

will be responsible and accountable for delivering quality woman focused, evidence-based midwifery care at an advanced level. The MGP midwife will also provide leadership, planning and coordination of care for women in her caseload, and provide support and mentorship to other staff. The MGP midwife will promote the professional standards of practice and the code of conduct for midwifery and will demonstrate a sound understanding of the Australian College of Midwives Consultation & Referral guidelines.

- 0.6 FTE is to be worked in the MGP (with a proportional caseload)
- 0.1 FTE is to be worked in a rostered (above ratio) capacity at Ballarat Health Services. This is a requirement of the position and is subject to the terms and conditions of the applicable Service level Agreement (SLA)

The position involves participation in an on call roster and flexible work arrangements to support the delivery of evidence based continuity of care to a known caseload of women both in the community and in hospital.

The MGP midwives are part of a broader maternity services team and are supported by Core Staff Midwives (who work as part of the acute ward roster) and General Purpose Obstetricians.

## Specific Responsibilities

- The Midwifery Group Practice 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.
- The ability to manage autonomous caseload and flexible on-call hours within an on-call model of care.
- Mentor or preceptor staff as directed by Maternity Services 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 roles when delegated or required to do so, based on the level of educational preparation and competence.
- 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 woman'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.
- 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 caseload to ensure appropriate staff and skill mix.
- Demonstrated understanding of clinical governance in maternity care and willingness to participate in case review and Morbidity & Mortality (M&M) meetings.
- Ability to liaise effectively with other health professionals and work within a multidisciplinary framework.
- Basic knowledge of patient management and information systems and a moderate level of computer literacy.
- Using your above average communication skills to;
  - Communicate clearly and effectively both in writing and verbally.



# MDHS Position Description

- Establish and maintain effective interpersonal professional relationships with a wide range of people.
- Communicate effectively with patients, visitors and staff at all levels both within the organization and external health services and agency.
- Commitment to developing clinical leadership in contemporary midwifery practice

## 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. Current registration as a Registered Midwife with Nursing and Midwifery Board of Australia (NMBA).
2. Demonstrate that you meet the criteria for a Clinical Midwife Specialist.
3. Current FSEP level 3 practitioner.
4. Current Victorian Driving License.
5. Evidence of recent neonatal resuscitation competency.
6. Demonstrated application of professional and ethical boundaries to the delivery of evidence based, woman centred care with demonstrated capacity to interact with a multidisciplinary team in a personable and professional manner and resolve conflicts when they arise.
7. Demonstrated commitment to work and partner with Aboriginal and Torres Strait Islander patients and families and employees to enhance health outcomes for Aboriginal and Torres Strait Islander clients.
8. Evidence of participation in own professional development and commitment to maintaining competence and enhancement of skills, and willingness to apply and share professional expertise with colleagues.

### **Specialist Expertise**

9. Experience in team/caseload midwifery or recent experience in all areas of midwifery care, including but not limited to antenatal, intrapartum and postnatal care in a hospital setting as well as in the community.
10. Demonstrated clinical competence or working towards competence to perform the following:
  - newborn examinations
  - perineal suturing
  - IV cannulation
  - fetal scalp electrode placement
  - speculum examination
11. Postgraduate advanced studies in midwifery (or working towards same, will be viewed favourably)

### **Personal Qualities**

12. Demonstrated organisational skills and ability to manage time independently.
13. Ability to operate in an environment of change.

## **Additional Information**



**MDHS**  
Inspiring Health

# Position Description

- 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

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

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## 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 DHHS 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.