

POSITION DESCRIPTION

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| Position: | Registered Midwife | | |
| Division: | Clinical Operations | Level of Authority: (as per BRHS Instrument of Delegation) | General Staff |
| Department/Unit: | Rotamah Midwifery/Medical/Paediatrics/Palliative | | |
| Reports To: | Maternity Unit Manager | | |
| Direct Reports: | Nil | | |
| Enterprise Agreement: | Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2020-2024 <i>and subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment.</i> | | |
| Salary Range: | Grade 2, Midwife Year 5 -10 to Clinical Midwife Specialist, \$76,195 - \$90,828 per annum (pro rata if part time), dependent on experience plus superannuation in accordance with statutory regulations. | | |

BAIRNSDALE REGIONAL HEALTH SERVICE

Bairnsdale Regional Health Service (BRHS) is a multifaceted and growing regional health system providing a comprehensive array of health care services to the East Gippsland community. BRHS is driven by the vision to be an innovative leader in the health care field and provide outstanding person centred services to our community.

Three campuses in Bairnsdale provide opportunity for staff and students across a wide range of professional specialties including emergency, acute, sub-acute, maternity, residential aged care, allied health, community health, oral health, information technology, administration, finance and extensive support services. As the region's largest employer, BRHS is a magnet that attracts talented professionals to the region, and maintains a strong commitment to developing key strategic partnerships to enhance healthcare services in the region strengthening our community.

We maintain a strong commitment to understand the health service needs of the local population. Our fundamental commitment to partnering with our consumers through ongoing collaboration supports our delivery of great consumer experience and health outcomes.

BRHS is located on the lands of the Gunai Kurnai people. Find out more about BRHS [here](#)

DEPARTMENT

Rotamah is a 17 bed Midwifery, Paediatric, Palliative and General Medical ward, providing a diverse mix of patient care requirements. Patient care is provided by a skilled nursing and midwifery team and is well supported by Medical, Allied Health and Ancillary staff. Midwives, Registered and Enrolled Nurses work together to provide care for the whole client cohort with midwives overseeing the maternity care and providing the majority of care in this domain and nurses overseeing the general, paediatrics and palliative care. Rotamah also provides placement and support for Midwifery, Registered and Enrolled Nurse undergraduate, graduate and postgraduate students. BRHS is an accredited Baby Friendly facility demonstrating our commitment to evidence-based, best-practice and providing the highest standard of maternity care to mothers and babies.

POSITION OBJECTIVE

- To offer collaborative woman centred care, with choice for all consumers
- To be an integral and active member of the Midwifery team, providing excellence in midwifery care in accordance with BRHS policies and procedures and legislative conditions.
- To provide care that is culturally appropriate and involves all key stakeholders working collaboratively to meet the needs of the community, support their colleagues and the aims of organisation, in a proactive and positive manner.
- To provide safe midwifery and nursing care that is evidence based and achieves quality maternal, neonatal outcomes.
- To provide care and facilities that are aligned with each woman's needs to ensure the right care is delivered by the right health professionals in the right setting and in a timely fashion.

ORGANISATIONAL INFORMATION

Vision:

Respected leader of outstanding health care

Role Statement:

To improve the health and wellbeing of the East Gippsland community by providing accessible, high quality and sustainable health services.

Strategic Objectives

1. Safe, Effective Care
2. Skilled, valued and compassionate workforce
3. Leadership, accountability and a sustainable future
4. The consumer at the centre

Organisational Principles

1. Progressive

BRHS will ensure that our models of care are evidence based and contemporary and we are leaders of regional health care in a rural environment.

2. Accountable

BRHS will acknowledge our obligations through a culture of honesty, trust and absolute responsibility for its action.

3. Competent

BRHS will demonstrate compassion, proficiency and knowledge as a learning organisation to ensure our care is always safe and effective.

4. Person Centred

BRHS will work in partnership with patients, families and carers to empower them to make informed decisions about their own health and create a positive patient experience.

5. Collaborative

BRHS will establish relationships that enhance the delivery of safe, effective and integrated and high quality health services for the community of East Gippsland.

Trademark Behaviours

1. Display trust & mutual respect
2. Have courage to change
3. Step up & take responsibility
4. Be positive & support others
5. Learn & apply knowledge

RESPONSIBILITIES & ACCOUNTABILITIES

Primary Responsibilities

- Be competent and confident in all areas of maternity care and operate across the pregnancy care continuum, working closely with other professional groups at all times
- Confidently determine maternal and fetal well-being and communicate findings effectively with other health professionals to ensure high standards of care.
- Ensure fetal surveillance education (minimum Level 3) is completed on an annual basis.
- Use the above tools to guide timely management, interventions and transfer where necessary, of women and babies where care requirements are beyond the service capabilities of BRHS
- Take appropriate action where health and well-being of the patient/client is threatened.
- Provide excellent customer service and patient centred care that is culturally appropriate and accessible.
- Ensure that care is provided by the most appropriate qualified health professional or team of professionals in the most appropriate setting
- Ensure women are provided with adequate support on discharge and post discharge through our domiciliary midwifery program, providing education, monitoring and referral to appropriate services as required.
- Promote open communication with patients, staff, the community, health service partners and other stakeholders and represent BRHS, if required, in local and regional healthcare forums.
- Work in partnership with the woman and her family promoting women centered care throughout the pregnancy and birth continuum
- Undertake comprehensive antenatal assessments and care that is inclusive of the women's physical, psychological, cultural and spiritual needs and expectations for her pregnancy-childbirth continuum.
- Demonstrate a commitment to maintaining a safe, appropriate and sustainable maternity service that not only embraces best practice but also considers consumers in accordance with the BRHS Clinical Governance in Maternity Services Framework
- Be familiar with the Gippsland Maternity Regional Operating Model, BRHS Maternity Care Framework and BRHS as a Maternity Capability Level 3 service according to the State requirements 'ACMI National Midwifery Guidelines for Consultation and Referral' to facilitate consultation and referral when required
- Ensure the delivery of quality care to the woman and her baby in the postnatal period by identifying specific indications for discussion, consultation and/or transfer of care in response to conditions or abnormalities.
- Act as a mentor and preceptor for colleagues that facilitates both personal and professional growth as appropriate
- Accept personal responsibility for continual extension and updating of midwifery skills and knowledge of midwifery and nursing issues and practices and actively share this knowledge
- Accept professional accountability within the legal and ethical parameters
- Respect all patient/clients confidentiality, privacy and inherent rights.
- Participate in local Perinatal Mortality and Morbidity meetings
- Undertake other duties as required by the Manager/Team Leader that are within the scope and skill consistent with the position.

Strategic Imperatives

- Demonstrate an awareness and understanding of BRHS' strategic plan and contribute to the team's work plan to achieve organisational objectives.
- Ensure all work practices comply with current BRHS policies, procedures and/or guidelines.
- Be familiar with the organisation's principles and demonstrate alignment with the trademark behaviours in day to day practice.
- Demonstrate an awareness and compliance with the BRHS Consumer Engagement strategy to foster person-centred practice.
- Adopt and maintain a progressive and evidence-based approach to service delivery.

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| Professional Development |
| <ul style="list-style-type: none">• Actively engage in the annual performance review and development appraisal with direct supervisor.• Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.• Ensure completion of mandatory competencies (both organizational and profession-specific). |
| Work Health and Safety |
| <ul style="list-style-type: none">• Regularly monitor and review personal work practices and the environment to ensure a healthy and safe workplace in accordance with BRHS policies/procedures and legislative requirements.• Adhere to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control policies and legislation.• Proactively report OH&S hazards, incidents and injuries to supervisor. |
| Quality and Risk Management |
| <ul style="list-style-type: none">• Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.• Adhere to BRHS incident and complaint investigation policies and procedures.• Manage risk in daily work practices.• Adhere to all organisational policies and procedures.• Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence. |
| Information and Resource Management |
| <ul style="list-style-type: none">• Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately• Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.• Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.• Work within budget requirements and use resources appropriately.• Comply with record and information management requirements in accordance with relevant BRHS policies and guidelines.• Ensure information relating to patients/clients and colleague's is kept private and confidential at all times in accordance with BRHS policy and procedures. |
| Communication and Teamwork |
| <ul style="list-style-type: none">• Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required by supervisor.• Work in a co-operative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred service provision.• Provide guidance and support to students and staff in your work area to contribute to a valuable and constructive learning experience. |

Diversity and Inclusion

- Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.
- Actively participate in developing cultural competence including an awareness and understanding of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability.

POSITION REQUIREMENTS

Position Requirements

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| Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement.</i> | Required |
| Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement.</i> | Required |
| Satisfactory Health Declaration (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i> | Required |
| Immunisation History (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i> | Required |
| Evidence of COVID-19 vaccination <i>Proof of full vaccination must be provided prior to commencement (eg Certificate from myGov record) in accordance with Department of Health guidelines.</i> | Required |
| Evidence of Professional Registration | Required |
| Evidence of Professional Qualification | Required |
| Valid Victorian Driver's Licence | Required |
| Valid Trade Licence | Not required |
| Undertake Health monitoring as per BRHS Cytotoxic Drugs & BCG Instillations policy). Mandatory to occur prior to commencement and when required during employment. | Not required |

Typical Work Schedule

This position is worked as required across 7 days per week
Availability to work a variety of shifts is required.
Availability to participate in an after-hours on call roster with the capacity to attend the Health Service within 30 minutes is required.

KEY SELECTION CRITERIA

Bairnsdale Regional Health Service is an equal opportunity employer. BRHS has adopted a common set of principles across the organisation and developed associated trademark behaviours. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, behaviours and other personal qualities required to carry out the role effectively.

Qualifications and Experience

- Current AHPRA registration as a Registered Midwife.
- Minimum of 4 years recent experience in a range of midwifery settings.
- Minimum level 2 qualification in fetal surveillance is mandatory.

Skills, Knowledge and Attributes

1. Well-developed skills in all areas of the pregnancy and birth care, and the proven ability to operate confidently across antenatal, Intra partum and postnatal care including in the domiciliary environment.
2. Proven competency in level 2 or 3 fetal surveillance.
3. The ability to problem solve independently, apply the escalation of care principles and be able to escalate care in a timely manner
4. Proven capacity to identify and report risks or incidents when they occur
5. Demonstrated ability and commitment to providing woman centred, compassionate care engaging the consumer in all aspects of care.
6. Demonstrated good knowledge of legislation relevant to midwifery practice.
7. Demonstrated highly developed interpersonal and communication skills.
8. Well-developed time management skills with a high degree of initiative
9. Demonstrated good level computer literacy, experience in Birthing Outcomes System (BOS) or similar an advantage.
10. Proven capacity to work in an effective and collaborative manner as part of a multidisciplinary health team as a positive role model.
11. Demonstrated commitment to ongoing learning and professional development.

JOB DEMANDS CHECKLIST

Bairnsdale Regional Health Service endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

| Frequency definitions: | |
|-----------------------------|---|
| I = Infrequent | Activity may be required very infrequently |
| O = Occasional | Activity required occasionally, not necessarily all shifts |
| F = Frequent | Activity required most shifts, up to 50% of the time |
| C = Constant | Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods |
| N/A = Not Applicable | Activity not performed |

| Aspects of Normal Workplace | | Frequency | | | | |
|------------------------------|---|-----------|---|---|---|-----|
| Demands | Description | I | O | F | C | N/A |
| Physical Demands | | | | | | |
| Sitting | Remain seated to perform tasks | | | × | | |
| Standing | Remain standing to perform tasks | | | × | | |
| Walking | Periods of walking required to perform tasks | | | × | | |
| Bending | Forward bending from waist to perform tasks | | | × | | |
| Kneeling | Remaining in a kneeling position to perform tasks | | | × | | |
| Lifting/Carrying | Light lifting and carrying | | | × | | |
| | Moderate lifting and carrying | | × | | | |
| | Assisted lifting (mechanical, equipment, person assist) | × | | | | |
| Climbing, Working at Heights | Ascending and descending ladders, stools, scaffolding | × | | | | |
| Pushing/ Pulling | Moving objects e.g. trolleys, beds, wheelchairs and floor cleaning equipment | | | × | | |
| Reaching | Arms fully extended forward or raised above shoulder | | | × | | |
| Crouching | Adopting a crouching posture to perform tasks | | | × | | |
| Foot Movement | Use of leg and/or foot to operate machinery | | | × | | |
| Head Postures | Holding head in a position other than neutral (facing forward) | | | × | | |
| Fingers/Hand/ Arm Movement | Repetitive movements of fingers, hands and arms e.g. computer keyboarding | | | × | | |
| Grasping/Fine Manipulation | Gripping, holding, clasping with fingers or hands | | | × | | |
| Driving | Operating a motor powered vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc. | | × | | | |

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| Aspects of Normal Workplace | | Frequency | | | | |
|------------------------------------|---|-----------|---|---|---|-----|
| Demands | Description | I | O | F | C | N/A |
| Psychosocial Demands | | | | | | |
| Distressed People | Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations | | × | | | |
| Aggressive/ Unpredictable People | Raised voices, yelling, swearing, and arguing. E.g. Drug/alcohol, dementia, mental illness | | × | | | |
| Exposure to Distressing Situations | E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased | | × | | | |
| Environmental Demands | | | | | | |
| Gases | Working with explosive or flammable gases requiring precautionary measures | | | × | | |
| Liquids | Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE) | | | × | | |
| Noise | Environmental/background noise necessitates people raising their voice to be heard | | | × | | |
| Biological Hazards | E.g. Exposure to body fluids, bacteria, infectious diseases requiring PPE | | | × | | |
| Cytotoxic Materials | Handling and/or preparation of cytotoxic materials | | | × | | |
| Radiation | Working with radiologic equipment | × | | | | |

AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X

Employee signature
Date

X

Employee name (Printed)

Bairnsdale Regional Health Service is a smoke free workplace

DOCUMENT CONTROL

Bairnsdale Regional Health Services reserves the right to review and amend this document at its discretion.

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| Reviewed by Manager: | Date: 15/10/2020 | Updated: <input checked="" type="checkbox"/> | No Update required: <input type="checkbox"/> |
| Approved by Director: | Date: 15/10/2020 | Name: Bernadette Hammond | |

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