



# Position Description - Registered Midwife Level 1

CALVARY JOHN JAMES HOSPITAL

Version: 1.2

<b>Position Title:</b>	REGISTERED MIDWIFE		
<b>Position Number:</b>		<b>Cost Centre:</b>	Q1420
<b>Site/Facility:</b>	Calvary John James Hospital		
<b>Department:</b>	Nursing and Midwifery		
<b>Enterprise Agreement</b>	Calvary John James Hospital Nursing and Midwifery EA		
<b>Classification:</b>	Registered Midwife Level 1		
<b>Reports To:</b>	Nurse Unit Manager		
<b>Date of Preparation:</b>	15/06/2017	<b>Date Updated:</b>	08/07/2021

## Primary Purpose

- The Registered Midwife provides provision of comprehensive care of a specific group of patients
- Provide support and direction to less senior registered colleagues, enrolled and Student Nurses and AINs

## Organisational Environment

At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.

Calvary's Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.

Our values of Hospitality, Healing, Stewardship and Respect underpin all that we do. As an equal opportunity employer, we encourage applicants from culturally diverse backgrounds, people with disabilities and various life experiences and faiths. Here at Calvary John James we work together to provide opportunities that empower and enrich our staff

## Accountabilities and Key Result Areas

### **Professional:**

- Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures
- Competence in all areas of midwifery
- Continually develop both personally & professionally to meet the changing needs of your career & industry.
- Attend and evidence all mandatory training sessions provided by the organisation and be actively involved in other training & development as required.
- Actively participate in the Performance Management process as required.

- Actively participate in discharge planning and primary case management of the patient.
- Being involved in teaching/preceptor programs at Unit level
- Demonstrating a sound knowledge of the legal implications of the role of the Registered Midwife and functioning in accordance with legislation affecting midwifery practice.
- Acting to rectify unprofessional conduct.
- Provide direct care to a specific patient population within each unit
- Using a patient centred approach to patient assessment
- Maintaining continuity of care for each patient
- Accepting responsibility on behalf of the Registered Nurse, Enrolled Nurse and AINs for those duties which they are unable to undertake due to Regulations of AHPRA, the position description and hospital policies.
- Evaluating outcomes of care and initiating appropriate follow-up
- To maintain a discharge plan for each patient from admission to discharge
- To participate in the team leader role
- Upholding the principles and practices of infection control by observing Infection Control Guidelines and Standard Precautions as outlined in the Infection Control Manual
- Ensuring familiarity in Emergency Procedures through annual updates
- Maintenance of annual competencies and those competencies required to fulfil the needs of the specific area of expertise

**Documentation:**

- Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.
- Ensure that all documentation is accurate and completed in a professional and timely manner
- Develop patient care pathways which consider priorities, timeframes actions and outcomes
- Evaluating and altering the patient care pathways in relation to changing patient needs in consultation with the Clinical Manager/Clinical Nurse
- Ensuring accurate documentation with clinical pathways and variance analysis
- Providing comprehensive handover to staff on other shifts
- Provide an annual copy of registration documentation demonstrating authority to practice
- Formulate measurable achievable goals in consultation with Clinical Manager. Achievement towards goals will be evaluated in Performance review.

**Communication:**

- Demonstrated ability to work within and as required by clinical manager or executive team lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.
- Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.
- Practice according to, the organisation's mission, vision and values.
- Demonstrate the ability to work positively within a team to achieve team goals.
- Work harmoniously with other team members to achieve service delivery excellence.
- Resolve any workplace conflict in a professional manner and through the correct processes.
- Assist in the orientation and supervision support and development of new staff
- Comply with all Calvary Policies for example Bullying and Harassment policy and act and report breaches of the same policy.

**Decision Making:**

- Practice according to, the organisation's mission, vision and values.
- Demonstrate the ability to work positively within a team to achieve team goals.
- Work harmoniously with other team members to achieve service delivery excellence.
- Resolve any workplace conflict in a professional manner and through the correct processes.
- Assist in the orientation and supervision support and development of new staff
- Comply with all Calvary Policies for example Bullying and Harassment policy and act and report breaches of the same policy.
- Resolve any workplace conflict in a professional manner and through the correct processes.

**People and Culture:**

- Demonstrated experience and understanding of the need for continuation of both personal and professional development.
- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.

**Excellence in Care:**

- Practice to highest professional standard as guided by the relevant professional body.
- Apply effective interpersonal communication skills when working with all members of the care team
- Proven commitment to quality care with compassion and a non-judgmental attitude.
- Effective decision making skills.

**Service Development & Performance:**

- Commitment to ensuring patient centric care is delivered to all patients of Calvary
- Commitment to ensure quality services are delivered to both internal & external clients through continuous improvement activities.
- Act in a professional manner at all times when dealing with internal & external clients.
- Positively promote the organisation both internally & externally.
- Be prompt and provide courteous service to clients, colleagues and the broader community.
- Maintain confidentiality on all issues relating to the Organisation, the clients & fellow colleagues.
- Treat all clients with respect & equality, whilst being responsive to their needs.
- Maintain a professional and pleasing telephone manner and be responsive to telephone enquiries
- Discuss with patients and their significant others the planned approach to care and acting as patient advocate to assist them to make informed decisions
- Complete mandatory training modules.
- Knowledge of and a demonstrated commitment to quality processes and evidence based practises, identifying areas for improvement and contributing to these improvements
- Actively participate in Quality improvement projects and auditing as required to meet National Standards and our Accreditation process.
- Positive support of innovation in organisational development
- Actively participate in the quality auditing proces

**Community Engagement:**

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.

**WH&S Responsibilities:**

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
- Commitment to ensuring a safe working environment for both internal & external clients through participation in safety audit programs.
- Promote, demonstrate & participate in quality & risk management activities in accordance with Calvary risk management strategies.
- Actively strive to ensure identified risks are rectified.

**Wise Stewardship:**

- Commitment to the use of resources that reflect good patient care and hospital sustainability
- Demonstrate Calvary's values in daily work practices.

**Mission:**

- Display behaviours in line with the mission and values, Hospitality, Healing, Stewardship and Respect
- Ensure that work is practiced and provided in accordance with the Mission of Calvary
- Ensure you are aware of and practice care within the guidelines of the CHA Code of Ethics

**Key Relationships**

Internal:	<ul style="list-style-type: none"> <li>• Clinical Manager</li> <li>• Director of Clinical Services</li> <li>• Registered &amp; Enrolled &amp; Under Graduate Nurses, AINs</li> <li>• Ward Assistants &amp; Clerks</li> <li>• RMOs VMOs and allied health staff</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Patient, Family/Carer</li> <li>• Medical Officers</li> <li>• Community Health care providers</li> <li>• External contractors</li> </ul>

**Position Impact**

Direct Reports:	<ul style="list-style-type: none"> <li>• Nurse Unit Manager</li> <li>• Registered Nurse Level 2</li> </ul>
Budget:	N/A

**Selection Criteria****Essential:**

- Registered with the Australian Health Practitioner Registration Agency (AHPRA)
- Bachelor of Nursing/Midwifery Degree, Postgraduate certificate in Midwifery or equivalent
- Effective communication & interpersonal skills
- Demonstrated competence as a midwifery clinician

**Desirable:**

- Expertise and/or qualifications in specific speciality as required
- Post graduate qualification or working toward the same.

**Approvals**

Job Holder's signature:	Date:
Manager's signature:	Date: