

Statement of Duties

Position Title: Registered Nurse – Student Midwife	Position Number: Generic	Effective Date: May 2013
Group and Unit: Tasmanian Health Service		
Section: Various	Location: North, North West, South	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent/Fixed-Term	
	Position Type: Full Time/Part Time	
Level: Grade 3-4	Classification: Registered Nurse / Midwife	
Reports To: Nurse Unit Manager (NUM)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Registered Nurse – Student Midwife:

- Consistent with ongoing experience, strengthens health outcomes through the provision of quality, clinically appropriate midwifery care in partnership with women and their families/significant others and other health professionals while undertaking study that will lead to registration as a midwife.

Duties:

1. Midwifery Care

- a) In collaboration with members of the healthcare team plan, implement and evaluate woman/baby centred care.
- b) Practice in accordance with the NMBA¹ codes and guidelines for registered nurses and midwives.
- c) Involve women and their families/significant others in the planning and implementation of care.
- d) Maintain and promote a safe work environment.
- e) Understand and adhere to relevant legislation, policies and procedures.
- f) Maintain accurate and objective documentation.

2. Teamwork

- a) Interact effectively with women, their baby(ies), their families and other health team members to provide safe evidence-informed care.
- b) Work effectively within a multidisciplinary team, contributing to a strong team approach through open communication and a positive supportive approach.
- c) Contribute to the communication process, including attending and participating in team meetings.

¹ Nursing and Midwifery Board of Australia

3. Excellence in Practice

- a) Active involvement in maintaining and continually improving the quality of care provided to women. This may include participation in research and evidence based practice.
- b) Contribute to the review and development of innovative procedures, policies and best practice related to midwifery care.
- c) Participate in the development and revision of organisational documentation relating to best practice in midwifery.
- d) In partnership with women, plan care to arrive at agreed outcomes.
- e) Evaluate the effectiveness of midwifery strategies towards meeting anticipated clinical outcomes.

4. Learning Culture

- a) Identify and meet educational needs of women and their families/significant others.
- b) Develop, implement and evaluate teaching plans for women that meet their learning needs and facilitate informed decision making.
- c) Participate and contribute to a learning environment, through continuing education, professional development and attendance at conferences and relevant fora.
- d) Maintain knowledge of innovations in clinical practice and research.
- e) Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
- f) The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

The Registered Nurse – Student Midwife is responsible to and receives guidance and support from the Clinical Midwifery Educator/Facilitator, the Course Facilitator/Coordinator, the Nurse Unit Manager and other senior experienced registered midwives in:

- Initiating, implementing and evaluating quality midwifery care
- Providing a woman centred approach to the management of midwifery care in collaboration with the health care team
- Providing advice, care and support to women during pregnancy, birth and the postpartum period including care of the newborn.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.
- Current Tasmanian Working with Children Registration.
- Confirmation of enrolment in a midwifery course accredited by the Nursing and Midwifery Board of Australia.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated experience in the acute care setting.
2. Knowledge of and the ability to apply current nursing and midwifery principles, procedures and practices in the delivery of woman centred care in a designated practice area.
3. Current knowledge of the legal and regulatory requirements of the Australian Nursing and Midwifery Board of Australia (NMBA).
4. Current knowledge of the NMBA registration standards, professional codes and guidelines for both the registered nurse and the midwife.
5. Sound interpersonal and communication skills, including written skills, and the ability to function effectively in a multidisciplinary team environment.
6. Knowledge of continuous quality improvement (safety and quality) and the application of evidence based practice in the midwifery setting.
7. Willingness to become familiar with and to practice within the philosophy, policies and procedures of the Maternity Service.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.