



Position Description

Employment Agreement:	MERAS and / or NZNO Collective Agreements
Position Title:	MATERNITY CENTRE CORE STAFF (Registered Midwife-RM, Registered Nurse-RN, Enrolled Nurse-EN)
Service:	Maternity
Location:	Oamaru Hospital
Reports to:	Maternity Manager
Date:	16/11/2021

Core Purpose

To champion, enable, and provide sustainable, trusted, quality health services within our community.

Our Values:

People and Community First

<i>Brave / Māia</i>	<i>Respect / Whakaute</i>	<i>Excellence / Kairangatira</i>	<i>Growth / Tipu</i>	<i>One Team / Kotahi Tima</i>
<i>We aim high and strive to improve what we do.</i>	<i>Our actions & decisions are based on a foundation of respect.</i>	<i>Leading healthcare quality every day, that makes a difference in the life of the community.</i>	<i>Growth of our business allows us to increase the good we do – for our community and our people.</i>	<i>Work together as one diverse and inclusive team for the good of the community.</i>

Purpose of Role

Demonstrating the requirements of the general Core Staff Job Description, the Maternity Centre Core Staff will implement optimal maternity care to mothers and babies as directed by the Lead Maternity Care Midwives and documented in the Inpatient Progress Notes. This care will be provided in a culturally appropriate and safe environment and appropriate to the woman's and baby's needs.

Maternity Core Staff contribute to nursing assessments, care planning, implementation and evaluation of care for maternity consumers and their whanau, clarifying responsibility for planned care with the LMC.

Maternity Core Staff assist families with the activities of early parenting, mothercraft and baby cares. They observe any changes and report these to the LMC, administer medicines and undertake other nursing care responsibilities as required within their maternity role.

In acute settings, the Maternity Core Staff works as a team with the LMC midwives (and medical staff when appropriate) who are responsible for directing and delegating nursing interventions.

The Maternity Core Staff are accountable for their nursing actions and practice competently in accordance with legislation. They work in partnership with maternity consumers, families/whanau and multidisciplinary teams.

CLINICAL PRACTICE, RESPONSIBILITIES AND EVALUATION

1. Support, protect and promote breastfeeding and have basic knowledge of the physiology of lactation and breastfeeding. Practice within the principles of Baby Friendly Hospital Initiative (BFHI). Education will be provided.
2. Observe and monitors the needs of the woman and baby. Adapt care in response to changing patient status or needs.
3. Monitor patient response to treatment, accurately record and document all observations and recordings and contact the LMC regarding any adverse changes in the wellbeing of the woman/baby
4. Skilled at working with women and their families to provide basic parenting education in the immediate postnatal period.
5. Establish, maintain and conclude therapeutic relationships with women and their families/whanau during their stay in the facility.
6. Respect and maintain the individuality of the woman/ baby/family.
7. Provide thorough care as outlined in the postnatal care guidelines.
8. Confident in dealing with relevant technology used in care delivery.
9. Administer medication as charted by the LMC and / or Medical Officers as appropriate.
10. Educate women and their families in safe baby education – including safe sleep, Neonatal CPR and Shaken Baby education, and be a Smoking Cessation advocate and provider.
11. Assist in emergency situations as required under the direction of the LMC.
12. Assist with a transfer of mother and/baby to a secondary maternity facility.
13. Utilise clinical skill to triage women calling Centre by phone, assess urgency of need to speak with LMC and action appropriately.
14. Be responsible for the day to day functioning of the Maternity Unit, including but not limited to providing administrative support, departmental and resource organization, maintenance, supplies and stock.
15. Make clinical decisions which integrate knowledge and demonstrate good judgment.

Key Objectives

Support Teamwork by working in a collaborative manner within the Maternity Team.	<p>Works in association with LMC and seeks input where necessary. Support the midwifery teams in a variety of ways in their provision of routine care and education throughout antenatal, labour and postnatal care.</p> <p>Facilitates smooth running of the Maternity Unit</p> <p>Able to advocate for patient's needs.</p> <p>Demonstrate knowledge of hospital and community resources</p>
Contribute to continuous quality care and improvements in work practices	<p>Helps to introduce new initiatives to improve clinical care improvement in work practices.</p> <p>Has input into the development of policies and best practice statements.</p> <p>Supports evidence-based decisions that involve change.</p> <p>Is involved in quality improvement and auditing activities.</p> <p>Completes WDHSL organizational and service-specific mandatory Training requirements.</p> <p>Identifies own skills, knowledge and contribution to team tasks and decisions.</p> <p>Offers a nursing perspective within the activities of the Maternity Team, acting as a resource and role model for students and new staff members.</p> <p>Provides thoughtful, constructive feedback to others.</p> <p>Seeks clarification when directed / delegated tasks outside of scope of practice and offers alternative solutions to ensure safety for all involved.</p> <p>Serves as a change agent in assisting with improvements to service delivery.</p> <p>Creates a positive environment and challenges negativity.</p> <p>Accepts responsibility and authority of delegated extended tasks.</p> <p>Utilises lines of authority appropriately.</p> <p>Documents all care and variations of care thoroughly.</p>
Demonstrates professional accountability for actions, interactions and practice	<p>Supported to participate in the SDHB PDRP, to develop a professional portfolio and assist others to do the same.</p> <p>Identifies any learning needs.</p> <p>Builds on knowledge and skill base to enhance practice.</p> <p>Maintain competency and skill to deal with Obstetric and Neonatal emergencies.</p> <p>Negotiates with Core Team Leader to attend appropriate education and training.</p>
Assumes responsibility for personal and professional education and development.	<p>All other additional duties are performed in an efficient manner, at the required time and within the negotiated timeframe. The nurse will perform such other duties as reasonably required by the Core Team Leader in accordance with the conditions of the position.</p>

Standards of Practice

- Registered Midwife/Registered Nurse/Enrolled Nurse with current Annual Practicing Certificate
- Highly competent within the role, responsibility, boundaries and scope of relevant Registered Midwife, Registered Nurse/Enrolled Nurse practice in Maternity.
- Will recognize pregnancy and childbirth as a normal life stage process for women.
- Will develop an understanding of the philosophy which underpins 'The Midwifery Model of Care'.
- Will accept and support Midwifery Led Continuity of Care.
- Maintains high standards of postnatal care.
- Will implement care for women and babies who have stable and predictable outcomes.
- Confidence to work independently and skilled at contributing to non-complex aspects of care while knowing limitations.
- Works in association with the LMC and seeks input when necessary.
- Will support Baby-Friendly Hospital Initiative (BFHI), support and educate women/whanau in initiating Breastfeeding and attend compulsory education in relation to this.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and satisfaction.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.

ROLE SPECIFIC COMPETENCIES	
Listening	<ul style="list-style-type: none"> Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees
Problem Solving	<ul style="list-style-type: none"> Clarifies problems, identifies facts and responds by addressing or redirecting as appropriate Finds satisfactory solutions by investigating alternatives Seeks advice and approval when applicable Is objective and considers all points of view
Time Management	<ul style="list-style-type: none"> Assesses, prioritises and organises to achieve targets and objectives from a team perspective Informs team members or service leader appropriately of delays or potential issues Successfully manages situations associated with a busy office environment
Teamwork	<ul style="list-style-type: none"> Uses initiative to support and encourage the success of the service Fosters a positive work environment by role modelling professional behaviour in a team environment Assist other administrative staff when and where necessary to contribute to the efficient and effective operations of the organisation
Confidentiality	<ul style="list-style-type: none"> Upholds an impeccable professional standard of confidentiality and adheres to the current legislation of the privacy act and the health information privacy code

KEY RELATIONSHIPS	
Within Waitaki District Health Services Ltd	External to Waitaki District Health Services Ltd
<ul style="list-style-type: none"> Maternity Manager, Centre Staff Team Leader 	<ul style="list-style-type: none"> Southern DHB Maternity Services Team
<ul style="list-style-type: none"> Maternity team – Core/LMC midwives and R.N/E.Ns. 	<ul style="list-style-type: none"> Patients/Whanau, Visitors, Contractors
<ul style="list-style-type: none"> Medical, nursing and Allied Health teams 	<ul style="list-style-type: none"> External Healthcare Providers e.g., Plunket, GP Practices
<ul style="list-style-type: none"> Administrators 	<ul style="list-style-type: none"> Social Services

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies include:

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Registration with the New Zealand Midwifery or Nursing Councils and hold an Annual Practising Certificate. 	
Knowledge and Skills	<ul style="list-style-type: none"> A sound knowledge of midwifery / nursing techniques and practices. Possess clinical practice skills and competencies within registered scope of practice. Knowledge and understanding of Ministry of Health specifications, the Health and Disability Services Act 2001 and the Code of Health and Disability Services Consumers' Rights. Have knowledge of Quality Management Systems. 	

	<ul style="list-style-type: none"> • Proven clinical credibility and theory-based practice, an ability to effectively participate in a team in the achievement of goals and outcomes. • Proven commitment to the provision of quality patient care using appropriate communication and interpersonal skills. • Ability to effectively and efficiently manage, plan and coordinate workload. 	
Personal Qualities	<ul style="list-style-type: none"> • You will have great communication skills and enjoy working as part of a team. • You will consistently act with consideration and compassion to all our patients. • You will ensure that the quality and infection control practices of Waitaki District Health Services are integrated throughout your practice. • A mature attitude with a strong commitment to a high standard of service. • Appropriate verbal and written and communication skills. • Cultural awareness and sensitivity, particularly on issues and barriers for patients. from a reasonable variety of cultural backgrounds. • Effective interpersonal skills to establish good relationships and networks with colleagues. • The ability to co-operate as part of a team and cope with stress and pressure in a busy work environment. • A high degree of self-motivation and willingness to continuously improve and update relevant knowledge and skills. • The ability and desire to participate in ongoing education programmes. • Demonstrates innovation and is proactive. • Professional in attitude to colleagues and peers. 	
Other Duties		
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with processes and reflects best practice. • Research undertaken is robust and well considered. 	
Professional Development – Self		
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annual with your manager. • You actively seek feedback and accept constructive criticism. 	
Quality Improvement		
Promoting and maintaining a quality improvement approach into all work.	<ul style="list-style-type: none"> • Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice • Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area according to a planned annual programme • Lead and support quality improvement activities in all departments/areas of WDHS 	
Health, Safety and Wellbeing		
Taking all practicable steps to ensure personal safety and the safety of others while at work, in	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under WDHS's Health and Safety policy/procedures. ▪ You actively encourage and challenge your peers to work in a safe manner. 	

accordance with the WDHSL's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> Tino rangatiratanga: The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services. Equity: The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori. Active protection: The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. Options: The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. Partnership: The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.
Security	
	<ul style="list-style-type: none"> You are required to wear your identification badge at all times when working on site or when carrying out official duties. Notify the Management Secretary of any changes required on your I.D badge. Report any suspicious or unusual occurrence related to your work as an MIT. Submit an online <i>Safety1st</i> form for any incident which has or might have compromised the safety of staff, patients and visitors.

CHANGES TO POSITION DESCRIPTION

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee (Name and signature)

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Date

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Manager (Name and signature)

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Date