



POSITION DESCRIPTION

POSITION TITLE:	Clinical Midwifery Coordinator (CMC)
DIVISION/DEPARTMENT:	Clinical Services – Acute/Midwifery Ward
CLASSIFICATION:	RN G4A Y1 CLIN COORD (YY4)
INDUSTRIAL AGREEMENT:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 and subsequent agreements.
REPORTS TO:	Nurse Unit Manager (NUM) Acute Ward
PRE-REQUISITES:	
Essential	Registered General Nurse Division 1 (AHPRA) Current Midwifery Registration (AHPRA) Current Drivers Licence Current Police Check Current working with Children Check Advanced Life Support (ALS) Intravenous cannulation Neonatal resuscitation Midwifery Emergencies Fetal Surveillance Education Program – Lvl 3 Practitioner Epidural package
Desirable:	Relevant postgraduate qualifications or prepared to work towards and obtain same. Previous management experience

KEY SELECTION CRITERIA

- Broad range of midwifery experience;
- Demonstrated well-developed communication and interpersonal skills;
- Evidence of analytical and conceptual skills;
- Demonstrated ability to articulate clear decision making processes;
- Knowledge of and commitment to Quality Management and Accreditation processes;
- Demonstrated ability to lead and manage change, taking into consideration the appropriate consultative process and operational requirements;

- Possess a knowledge of relevant legislation, policies and human resource procedures;
 - Understand the principles of financial management, including budget development and monitoring in consultation with NUM Acute
 - Show an understanding of the strategic direction of the health service;
 - Demonstrate commitment to ongoing education and annual updates in neonatal resuscitation, midwifery emergency management, fetal surveillance, epidural management and minimum 8hrs of breastfeeding competencies.

OUR PURPOSE

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

OUR VALUES

Compassion, Empathy, Accountability, Respect and Excellence.

POSITION SUMMARY

The Clinical Midwifery Coordinator (CMC) is responsible for ensuring the provision of high quality care to women and their families through effective leadership, coordination of staff, and other resources in consultation with the Acute ward Nurse Unit Manager (NUM).

The CMC is involved in the coordination and management of the daily activities of the midwifery unit, facilities and equipment, coordination of staff development programs and the management of portfolios in consultation with the Acute ward NUM. The CMC will work as part of the senior management team and is a member of a number of strategic and important organisational meetings/groups.

The incumbent is the point of contact for the Director of Clinical Services and the Acute ward NUM regarding midwifery issues.

Simultaneously the CMC will;

- Strategic service development: Ensure the efficient and effective operation of the clinical area in line with the strategic direction of the organisation;
- Administration: Ensure all administrative functions are completed within the mandates of the position in consultation with the Acute ward NUM;
- Accurate and timely reporting of all mandated reporting as per the Victorian health services performance framework.
- Accurate and timely reporting of all clinical indicators
- Continuous Improvement: Responsible for development of Obstetric Peer Review meeting agenda and co-ordination of meeting requirements.
- Workplace management: Manage work practices in accordance with Award agreements and entitlements;
- Workforce development: Ensure all clinical staff has active performance development plans that are reviewed at least annually. Ensure all midwifery staff complies with their mandatory competencies as determined by the organisation;
- Act as the lead person for the Midwifery team with projects, activities, case studies and portfolios as negotiated with the Acute ward NUM.
- Demonstrate competent clinical practice, act as a positive role model, and facilitate the development of clinical skills in other midwives, health care staff and students.

- Where appropriate delegate aspects of midwifery care to others according to their competence and scope of practice.
- Coordinate the midwifery and allied health care that is provided to women.
- Act as an advocate for women and their significant others, ensuring their opinions are heard and their rights are respected.
- Counsel women and provide appropriate health education.
- Participate in the organisation's quality and accreditation programs and contribute to the processes whereby the quality of care for women is continuously improved. This includes critically examining own and others health care delivery and incorporating the results of personal research or the research findings of others in the delivery of care.
- Participate in the review of relevant Policies, Procedures and Clinical Practice Guidelines.
- Attendance at monthly committee meetings as determined.

LEADERSHIP

- Compliance: Ensure personal compliance with relevant Acts, Legislation, and organisational Policies, Procedures and Clinical Practice Guidelines.
- Customer service: Treat all women and their significant others, visitors and staff in accordance with Benalla Health's values. Provide a proficient and customer focused service.
- Performance Review: Undertake annual performance review of all midwives working in the model
- Performance Management: Responsible for performance management of midwives working in the model
- Consumer feedback: Investigate all complaints received relating to midwifery care

MIDWIFERY PRACTICE

- Competence: Ensure own practice is competent as measured by the Australian Nursing and Midwifery Councils: Australian National Competency Standards for the Registered Nurse (if applicable) and National Competency Standards for the Midwife.
- Clinical Practice: Ensure own practice is delivered within the Standards, Codes and Guidelines of the Nursing and Midwifery Board of Australia.
- Governance: Accept responsibility for the outcomes of own or delegated clinical midwifery practices and ensure clinical practices are delivered in accordance with policies, procedures and evidence based research.
- Care Continuum: Ensure the needs of the community and the organisation are met. Make recommendations to relevant stakeholders to facilitate service/system improvement.

SAFE PRACTICE AND ENVIRONMENT

- Safe Practice: Ensure safe work practice is in accordance with relevant standards and practices in particular with regard to Infection Prevention and Control Standards.
- Incident Management: Comply with the Organisation's policies regarding reporting actual and near-miss events and implement appropriate follow up actions.

RESEARCH, EDUCATION AND IMPROVING PERFORMANCE

- Continuous Improvement: Monitor and discuss standards of service and practice through the quality framework with the Quality and Risk Manager and actively

participate in the process. Implement interventions identified from quality activities as directed.

- Training: Ensures compliance with mandatory training
- Education and Research: Actively participate in your own professional development, mandatory education, competencies and research opportunities to improve knowledge and maintain currency of practice.

SAFETY MANAGEMENT SYSTEMS

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures
- Reporting hazards and injuries
- Participate in OH&S consultation and OHS training
- Cooperate with managers and supervisors to ensure that OH&S responsibilities are met by all
- Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measures put in place by the Employer and any related occupational health and safety requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline

QUALITY & RISK

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

POLICY & PROCEDURES

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the BH Intranet site.

CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

MANDATORY ORGANISATIONAL COMPETENCIES

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete the following competencies as prescribed (on commencement, annually, every two years or as otherwise stated):

- Attend orientation on commencement

- Emergency Response and Fire Extinguisher Training (both theory and practical sessions)
- Manual Handling
- Human Rights, Equal Opportunity Prevention of Workplace Bullying and Managing Diversity in-service.
- Hand Hygiene Training.
- Reporting Elder Abuse.
- Person & Family Centred Care

Refer to the organisations mandatory training policy for full details.

CONSUMER ENGAGEMENT

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans and
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

PREVENTION AND RESPONSE TO FAMILY VIOLENCE

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

PERFORMANCE REVIEW & DEVELOPMENT

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.

EMPLOYEE'S NAME: _____

EMPLOYEE'S SIGNATURE: _____

DATE:/...../.....

MANAGER'S NAME: _____

MANAGER'S SIGNATURE: _____

DATE:/...../.....

CREATED: November, 2001

REVISED: March 2018

<h2 style="text-align: center;">Benalla Health</h2> <p style="text-align: center;"><i>Aligning behaviours to our Values and Code of Conduct</i></p>				
Compassion	Empathy	Accountability	Respect	Excellence
<i>In our team we ...</i>				
are kind to each other are forgiving respect personal space seek clarity where there is uncertainty maintain confidentiality for those in our care and those we work with encourage and support each other to discuss issues ensure open consultation and two-way communication use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives we see the person as being separate from any unacceptable behaviour	ask others 'how can we help' act to include each other seek to understand the facts will support those who admit errors pull together especially in tough times have patience for those who are learning are safe to question and be inquisitive report incidents and mistakes recognising we work in a 'just' culture promote a culture of continuous improvement summarise what we have heard to demonstrate our understanding have fun	are honest and reliable do what we say we will do are honest with each other call below the line behaviour reflect on our own behaviour acknowledge problems and seek and/or offer a solution have the courage to speak up and use our voice will comply with reasonable directives follow policies and procedures including rostering rules	acknowledge the views, opinions, beliefs and ideas of others say thank you manage each other up encourage robust discussion smile and greet each other acknowledge people from culturally diverse backgrounds turn up on time apologise when we have hurt others and/or have been below the line in our behaviour model and demonstrate polite behaviour use AIDET when we communicate follow our organisation's dress code and dress appropriately	have a 'can do' attitude work hard choose our attitude encourage innovation lead by positive example work as a team acknowledge when we are wrong encourage each other to be the best we can be and celebrate each other's achievements

In our team we do not ...

<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumor mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
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Our standard is what we choose to walk past ...