

POSITION DESCRIPTION

Position Title:	Graduate Registered Midwife
Business Unit/Department:	People, Culture and Communication Organisational Learning and Education
Division:	Women's and Children's Division
Award/Agreement:	Nurses and Midwives (Vic Public Sector) (Single Interest Employers) EA 2016-2020
Classification:	Grade 2 Year 1 (postgraduates as per current RN year)
Reports to:	Graduate Midwife Program Coordinator Midwifery Unit Managers
Date Prepared/Updated:	1 st April 2018

Position Purpose

As a member of the health care team, the Registered Midwife is at the forefront of the provision of high quality midwifery/nursing care to patients on a day-to-day basis. As a professional, the Registered Midwife is accountable for:

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill
- Ensuring that they are registered to work as a Registered Nurse/Midwife in Australia at all times whilst working as a midwife/nurse within Western Health.

The role of the registered midwife/nurse, working within a multidisciplinary team incorporates the following activities: unsupervised clinical practice, coordination of care, counselling, health promotion and teaching, patient advocacy, collaborative patient and unit management, research, supervision and mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

Business Unit Overview

The Centre for Education (CE) is responsible for the recruitment, administration, education, training and support of participants of the Graduate Midwife programs at Western Health. The Graduate Midwife Program aims to support the transition from student to registered midwife. The program is bound by the Early Graduate Program Guidelines and is structured to ensure it meets the requirements of the Monitoring and Evaluation Framework set by the Department of Health (www.health.vic.gov.au/nursing/graduate).

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The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to Graduate Midwives at the commencement of their rotation within each unit.

Women's & Children's Services is responsible for the provision of in-patient and ambulatory care across maternity, gynaecology, neonatal and paediatric services. The division provides both elective and emergency care. Women's & Children's Services aims to ensure the provision of safe, coordinated, person-centred, right care through a consistent, multi-disciplinary partnership approach.

Women's & Children's services at Western Health continues to expand and develop to meet the region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements.

About 5,400 babies are born, on average 14 babies per day - More than 1,000 neonates accessed the High Dependency Level 2 Special Care Nursery - More than 2,500 women accessed inpatient Gynaecology services - More than 3,600 children were admitted - More than 22,000 children were cared for in the Sunshine Emergency Dept. - More than 66,000 episodes of ambulatory care were provided Women's & Children's Services provides care across a number of sites within the Western catchment, predominantly at Sunshine, but also at Sunbury and within the community. The service collaborates across a number of divisions within Western Health and partners with external health services and community services to ensure Best Care.

The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities

- Assess the clinical, non-clinical and social needs, including the identification of 'at risk' patients and record with appropriate and accurate documentation in the patients history and care plan and implement patient specific risk minimisation strategies
- Recognise changes in patients' condition and take necessary action(s) and document the variation in the patients' history and care plan such as urgent medical review
- Accurately reflect the patients requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Effectively develop discharge plans that reflect the needs of patients and their significant others and demonstrates an understanding of the role of community providers
- Develop, implement and evaluate teaching plans for peers, graduate and student midwives/nurses, patients and their significant others that meet their learning needs and facilitates informed decision making
- Provide consistent and appropriate role modelling and supervision to Student midwives
- Demonstrate and practice according to evidence-based practice and according to Western Health Policy, Procedures and Guidelines
- Maintain professional development and core annual training requirements
- Share and teach evidence-based midwifery/nursing knowledge to and with unit/ward team members to their level of experience of a Graduate Midwife
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice
- Work within and towards the Nursing and Midwifery strategic plan
- Perform other duties as required

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

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Key Working Relationships

Internal:

- Divisional Director
- Operations Manager
- Director of Nursing and Midwifery
- Education Site Managers
- Midwifery Unit Manager
- Clinical Midwifery Educators
- Clinical Resource Midwives
- AMUM
- Other midwifery/nursing staff
- Allied health
- Unit medical officers

External:

- Patients, families and others as required
- Community liaisons

Selection Criteria

- Successful completion of a Bachelor of Nursing/Midwifery, Bachelor of Midwifery, Graduate Diploma of Midwifery qualification or equivalent
- Registration as a Registered Nurse/Midwife in Australia
- Possess excellent clinical skills
- Effective organisational skills, with respect to time management and delegation
- Well-developed written and verbal communication skills
- Effective interpersonal skills
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Demonstrated evidence of undertaking professional development activities to maintain and enhance nursing/midwifery expertise
- A commitment to high quality, safe and person-centred patient care

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work

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Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

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