

Position Description

Position Title	Registered Midwife
Position Number	30027480
Division	People & Culture
Department	Clinical Workforce
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification Description	Registered Midwife (Grade 2)
Classification Code	YS2-YS8
Reports to	Manager Workforce Resourcing & Nurse Unit Manager/s
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700-bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition, more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The People & Culture Division

The People and Culture Division supports managers, staff and volunteers working at Bendigo Health through a range of services including workforce planning, resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety. Payroll and salary packaging also report into this division, providing seamless service for staff from on-boarding and contract development to applying contracts and ensuring staff get the right remuneration.

The staff in the Division of People and Culture provide support and advice in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff and volunteers where they feel valued, safe and supported to work together in delivering excellent care and services.

The Clinical Workforce Team

The **Clinical Workforce – Midwifery Bank** at Bendigo Health is generally defined as our casual workforce. Being a member of the Clinical Workforce - Bank offers Registered Midwives the opportunity to work across all divisions of Bendigo Health upon their suitability.

- **Opportunity** to work across a variety of units within our world-class healthcare service.
- **Flexibility** to manage your own calendar 'roster' and work shifts which are suitable to your lifestyle.
- **Ability** to meet and build relationships with a large number of Clinical/Non-Clinical staff.

Requirements of the **Clinical Workforce - Bank** are as per below:

- Be available for 2 shifts per week and work a minimum of 2 shifts per month
- Hold a valid Police Check, to be renewed every 3 years
- Hold a valid WWCC, to be renewed every 5 years
- Complete yearly Mandatory Trainings

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Workforce – Midwife Bank plays a vital role in assisting Bendigo Health's clinical units during times of roster shortfalls and unplanned vacancies. The Clinical Workforce - Bank offers staff the flexibility to accept shifts when they are available, within units which they are suited/allocated to.

To remain a member of the Clinical Workforce - Bank staff must be available 2 shifts per week and working a minimum of 2 shifts per month. This will be monitored monthly and staff contacted if they are not active in the bank.

As a registered midwife the applicant is expected to practice in a courteous manner independently and interdependently, assuming accountability for his/her own actions and the delegation of care to other clinicians.

Responsibilities and Accountabilities

Key Responsibilities

- Provide safe, quality care in line with the Registered Nurse/ Registered Midwife standards for practice (Nursing and Midwifery Board of Australia), policies, protocols, guidelines and legislation
- To develop and maintain professional nursing/midwifery standards and practice
- Assist in the assessment, planning, delivery and evaluation of a safe and high standard of care in consultation with the healthcare team for all patients, clients, consumers and their carers/families
- Engage in effective communication so as to include the patient, carers/family and healthcare team in the immediate and ongoing health care.
- Ensure all patients, clients, consumers, carers/ families, visitors and other staff are treated with respect, dignity and courtesy
- Promote breast feeding and provide high quality evidence based care to optimise breastfeeding outcomes for families.
- Assess the need for and provide health education for women and their families/carers within the scope of practice of the individual clinician.
- Work within scope of practice, accepting accountability for own actions and seeking guidance from those more experienced when limited by own level of expertise
- Refer relevant, significant and important issues to educators/preceptors, clinical support nurses, senior staff or appropriate health care team members in a timely manner
- Act as a positive professional role model for nursing/midwifery at Bendigo Health
- Actively participate in and satisfactorily complete all specific education requirements of a registered midwife at Bendigo Health and identify continual learning needs through reflective practice.
- To be aware of Bendigo Health policies and practice in accordance with these
- Demonstrate an understanding of the organisations Health Information Management system at the level required to fulfil the role.
- Maintain accurate and timely documentation.
- Maintain surrounds and equipment used within the role
- To be responsible for the reporting of malfunctioning equipment and/or facility to the appropriate Line Manager

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee, you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Current registration as a Registered Midwife with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (APHRA)
2. Demonstrated clinical knowledge and skills relevant to midwifery services
3. Demonstrated knowledge and understanding of quality improvement
4. Demonstrated commitment to ongoing professional development
5. Demonstrated clinical knowledge and skills relevant to the Unit speciality, including knowledge of the ANC competency standards and Codes of Practice / Ethics and relevant statutory requirements
6. Sound interpersonal and communication skills with a strong customer-focus
7. Ability to operate effectively in an environment of change
8. Ability to work as a team member of a multi/inter-disciplinary team as well as independently
9. A personal approach which is positive, enthusiastic, friendly and helpful

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition, you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Drivers Licence A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.