

# Position Description

Position Title	Registered Midwife
Position Number	30010196
Division	Clinical Operations
Department	Women's Ward and Birthing Suite
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Midwife Grade 2
Classification Code	YS2 – YS8
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 5,000 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 1,900 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.

## Clinical Operations

The Clinical Operations Division encompasses acute and mental health services. We provide a wide range of general medical, surgical and speciality services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health Services.

Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

## The Women's and Children's Team

### Women's Health Clinics

The Women's Health team at Bendigo Health is an outpatient facility that provides gynaecology and antenatal care for women of the Bendigo and Loddon Mallee region. Registered midwives are a crucial element of our clinical team and are responsible for providing sensitive, evidence based, family centred care. Women are offered a number of antenatal, intrapartum and postpartum care options including caseload midwifery, midwifery led antenatal care and obstetric care. The team include lactation consultants, maternity support clinicians, social workers, midwifery home care, paediatric home care, and an active education team.

Clinics offered include:

- antenatal care;
- colposcopy;
- gynaecology;
- family planning;
- gestational diabetes; and
- antenatal assessments.

### Women's Ward and Birthing Suite

The team is part of Bendigo Health's Women and Children Department.

The Women's Ward and Birthing Suite is located on Level 3 of the new Bendigo Hospital. The team provides care to women and children from across the Loddon Mallee region and support approximately 1600 births

per year. The unit has 6 birthing suites and 18 antenatal/postnatal beds. Midwives and the medical team collaborate during the patients stay to ensure they are given the best possible care. Our patients are supported by an on-call Obstetrician and Gynaecologist, Paediatric and an Anaesthetic service.

## 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.

Registered midwives are a crucial element of our clinical team in Women's & Children's services and are responsible for providing sensitive, evidence based, family centred care.

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

Women's ward & birthing suite promotes a supportive learning environment where learning opportunities are available to ensure a high standard of care is maintained. Staff will be required to work in both the Women's ward and Birthing suite areas and to care for Maternity and gynaecological woman.

## 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

- Actively participate in the review of one's own performance development on an ongoing basis with the midwifery manager or their delegate identifying key areas for professional and personal growth.
- 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.
- Demonstrate a commitment to organisational change and quality improvement. Contribute to the implementation and achievement of activities identified in the clinical units annual Quality Plan.
- Demonstrate ability to operate PC based software packages confidently at the level required to fulfil the role.
- 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. Registered with the Nursing and Midwifery Board of Australia (Australian Health Professionals Regulation Agency) as a Registered Midwife.
2. Demonstrated knowledge of the Nursing and Midwifery Board of Australia, Standards for practice (nurses & midwives), Code of Ethics (nurses & midwives), Code of conduct (nurses & midwives).
3. Sound interpersonal and communication skills with a strong customer-focus especially with women and their families
4. Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team
5. Demonstrated evidence of commitment to ongoing education & professional development.

### Desirable

6. Well-developed written, verbal and electronic communication and interpersonal skills.
7. Demonstrated evidence of a commitment to the profession of midwifery in a regional setting.
8. Awareness of current issues, trends and research in Midwifery.
9. Strong computer literacy and embracing of health technologies and informatics.
10. Ability and willingness to learn and operate in an environment of change with a personal approach which demonstrates values such as caring, passionate and trustworthy.
11. Understanding of what it means to provide safe and respectful midwifery care in a multidisciplinary environment.

## 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.

*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*