

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	REGISTERED MIDWIFE
<b>SERVICE/DIVISION:</b>	WOMEN'S HEALTH, SURGERY WOMEN AND CHILDREN'S DIRECTORATE
<b>LOCATION:</b>	CAPITAL AND COAST DISTRICT HEALTH BOARD WELLINGTON, KENEPURU, PARAPARAUMU
<b>REPORTS TO:</b>	CHARGE MIDWIFE MANAGER
<b>PROFESSIONAL ACCOUNTABILITY TO:</b>	ASSOCIATE DIRECTOR OF MIDWIFERY

### Our Mission:

*Together, Improve the Health and Independence of the People of the District*

### Our Vision

*Better Health and Independence for People, Families, and Communities*

### Our Values:

- *Innovation*
- *Action*
- *A focus on People and Patients*
- *Living the Treaty*
- *Professionalism through Leadership, Honesty, Integrity and Collaboration*
- *Excellence through Effectiveness and Efficiency*

## Part A

### PREFACE

This document contains elements that are consistent across the District Health Boards (DHBs) in the Central Region<sup>1</sup>, and is applicable for employed Registered Midwives.

The Midwifery Council of New Zealand (MCNZ) governs the competence of all midwives to ensure the safety of mothers and babies (“the public”). DHBs recognize that all midwives are accountable to the MCNZ for their competence and will facilitate the achievement of the knowledge and skills required to maintain competence.

### POSITION OVERVIEW

This position works principally within the service or division specified above. However, all employees at Capital & Coast District Health Board may be required to undertake duties in other areas of the organisation e.g. maternity or neonatal units which promote the efficient and effective operation of the DHB and which reasonably fall within the general parameters of this position and the employee’s scope of practice.

#### PURPOSE OF THE POSITION

To provide safe effective midwifery care with women and their families/whanau throughout the maternity experience, maintaining an accepted standard of clinical expertise that is based on current research and recommended ‘best practice’.

#### SERVICE BACKGROUND

The Women’s Health Service is a tertiary provider of Obstetric and Gynaecology services. Services are provided over three sites; Wellington, Kenepuru and Paraparaumu. Obstetric services provide for approximately 4,000 births per annum, and include a maternal fetal medicine service and perinatal ultrasound department.

Gynaecological services include approximately 10 operating sessions per week, including a gynaecology oncology service in conjunction with Wellington Cancer Centre and a regional counselling and termination of pregnancy service. Obstetric and gynaecology acute assessments are undertaken in the women’s health acute assessment service.

### FUNCTIONAL RELATIONSHIPS

#### Key Contacts (internal):

Charge Midwife Manager / Charge Nurse Manager	<ul style="list-style-type: none"> <li>Facilitate management and supervision for an effective, functional and cohesive multi-disciplinary workforce within the maternity services</li> </ul>
Associate Director of Midwifery	<ul style="list-style-type: none"> <li>Professional leadership, guidance and support</li> </ul>
All Maternity Unit staff (including O&Gs, RMOs, Midwives, RNs, LMCs, support staff)	<ul style="list-style-type: none"> <li>Function effectively and efficiently as a member of the multi-disciplinary team, demonstrating own professional development in order to enhance quality service delivery</li> <li>Effective interaction and communication, identifying issues of concern and communicating these clearly</li> </ul>

<sup>1</sup> The six DHBs that make up the central region are MidCentral, Whanganui, Wairarapa, Hawkes Bay, Hutt Valley and Capital and Coast DHB.  
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	<ul style="list-style-type: none"> <li>Delivering effective midwifery care which contributes to a positive and meaningful outcome for the woman and her family/whanau</li> <li>Develop and maintain positive working relationships</li> </ul>
Other DHB health care providers e.g. Paediatric staff, Theatre staff, social workers, maternal mental health (etc)	<ul style="list-style-type: none"> <li>Develop and maintain positive working relationships</li> <li>Function effectively and efficiently as a member of the multi-disciplinary team</li> <li>Effective interaction and communication, identifying issues of concern and communicating these clearly</li> <li>Support to provide woman-centered care</li> </ul>
<b>Key Contacts (external):</b>	
Iwi providers	<ul style="list-style-type: none"> <li>Maintain cultural safety and awareness and develop strategies for improving the health status of Maori</li> </ul>
Well Child providers/GPs/ any other agencies involved with the woman/family	<ul style="list-style-type: none"> <li>Liase and communicate with other health care providers in order to promote consistent ongoing care</li> </ul>
Women	<ul style="list-style-type: none"> <li>To uphold and respect choices/wishes whilst providing quality, safe standards of practice</li> </ul>
Family/whanau	<ul style="list-style-type: none"> <li>To include/incorporate families/whanau with a whanau ora approach to health care offered to women/clients</li> </ul>

## MIDWIFERY SCOPE OF PRACTICE

You must be able to demonstrate that you are registered with the New Zealand Midwifery Council and that your scope of practice enables you to undertake the duties of this position.

### **SCOPE OF PRACTICE** (as per the Midwifery Council)

The midwife works in partnership with women, on her own professional responsibility, to give women the necessary support, care and advice during pregnancy, labour and the postpartum period up to six weeks, to facilitate births and to provide care for the newborn.

The midwife understands, promotes and facilitates the physiological processes of pregnancy and childbirth, identifies complications that may arise in mother and baby, accesses appropriate medical assistance, and implements emergency measures as necessary. When women require referral, midwives provide midwifery care in collaboration with other health professionals.

Midwives have an important role in health and wellness promotion and education for the woman, her family and the community. Midwifery practice involves informing and preparing the woman and her family for pregnancy, birth, breastfeeding and parenthood and includes certain aspects of women's health, family planning and infant well-being.

The midwife may practise in any setting, including the home, the community, hospitals, or in any other maternity service. In all settings, the midwife remains responsible and accountable for the care she provides.

## Part B

KEY PERFORMANCE INDICATORS		
OBJECTIVES <i>(Key areas of focus)</i>	RESPONSIBILITIES <i>(How it is achieved)</i>	EVIDENCE <i>(How it will be measured)</i>
<b>MIDWIFERY ACCOUNTABILITIES</b>		
<b>The midwife works in partnership with the woman throughout the maternity experience (in the context of services provided by the DHB)</b>	<ul style="list-style-type: none"> <li>Centres the woman as the focus of care</li> <li>Promotes and supports continuity of midwifery care</li> <li>Is culturally safe</li> <li>Recognises and respects the woman's ethnic, social and cultural context, communicates effectively with the woman and her family/whanau, supports the woman with informed decision-making</li> <li>Formulates and documents the care plan in partnership with the woman</li> </ul>	<ul style="list-style-type: none"> <li>Consistently acts as the woman's advocate in the provision of care</li> <li>Demonstrates support of the continuity of care model</li> <li>Provides examples of culturally safe care</li> <li>Provides evidence of effective communication with women in the midwifery partnership</li> </ul>
<b>The midwife applies comprehensive theoretical and scientific knowledge with the effective and technical skills needed to provide effective and safe midwifery care</b>	<ul style="list-style-type: none"> <li>Provides and is responsible for midwifery care of the woman and her family/whanau during pregnancy, labour, birth and/or the postnatal period especially for women with complexities</li> <li>Orders and interprets relevant investigative and diagnostic tests, carries out necessary screening procedures, and systematically collects comprehensive information concerning the woman's health and well-being</li> <li>Assesses the health and well-being of the woman and her baby, recognising any condition which necessitates referral to another health professional</li> <li>Attends, supports and regularly assesses the woman and or her baby and makes appropriate, timely midwifery interventions</li> <li>Proactively protects, promotes and supports breastfeeding</li> <li>Demonstrates the ability to prescribe/dispense and administer medicine, vaccines and immunoglobulins safely and appropriately within the midwife's scope of practice and the relevant legislation</li> <li>Utilises evidence based practice in facilitating midwifery care and informed choice by the woman and her family/whanau</li> <li>Facilitates and documents decisions made by the woman</li> <li>Provides accurate and timely written clinical notes identifying midwifery care offered/ provided or declined</li> </ul>	<ul style="list-style-type: none"> <li>Maintains BFHI education requirements</li> <li>Demonstrates ability to work across the midwifery scope of practice</li> <li>Assists women to make informed choices demonstrating evidence based practice</li> <li>Provides evidence, for example QLP portfolio, or an example of a case where deviation from normal is recognised and appropriate referrals are made</li> <li>Demonstrates an understanding of the legislation related to midwifery prescribing</li> </ul>
<b>The midwife promotes practices that enhance</b>	<ul style="list-style-type: none"> <li>Encourages and assists the woman and her family/whanau to take responsibility for their health and that of the baby by promoting healthy life-</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates practices such as health promotion, education and</li> </ul>

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OBJECTIVES <i>(Key areas of focus)</i>	RESPONSIBILITIES <i>(How it is achieved)</i>	EVIDENCE <i>(How it will be measured)</i>
<b>the health of the woman and her family/whanau and which encourage their participation in her health care</b>	<ul style="list-style-type: none"> <li>styles</li> <li>Demonstrates the ability to offer learning opportunities to women and their families/whanau to meet their specific needs</li> <li>Promotes and encourages exclusive breast feeding</li> <li>Supports the woman's family to participate in the health and wellbeing of the woman and baby as appropriate</li> <li>Works collegially, collaborates and co-operates with other midwives, health professionals, community groups and agencies when necessary</li> <li>Ensures the woman has information about available services to access other health professionals and agencies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>information sharing across all settings</li> <li>Provides an example of health promotion for the woman or her family; this may be included in the QLP portfolio</li> <li>Promotes breastfeeding despite adversity</li> <li>Demonstrates an awareness of external support agencies for mothers and their baby/babies</li> </ul>
<b>The midwife upholds professional midwifery standards and uses professional judgment as a reflective and critical practitioner when providing midwifery care</b>	<ul style="list-style-type: none"> <li>Recognises own values and beliefs</li> <li>Demonstrates an accurate and comprehensive knowledge of legislation affecting midwifery practice</li> <li>Recognises personal responsibility and accountability for their practice across the pregnancy, childbirth and postpartum continuum to the woman, midwifery profession, the community and New Zealand Midwifery Council</li> <li>Is aware of and complies with the New Zealand Midwifery Council Code of Conduct</li> <li>Is aware of own limitations and consults with others, or seeks advice when appropriate</li> <li>Participates in MSR process</li> <li>Supports others in developing their practice</li> </ul>	<ul style="list-style-type: none"> <li>Provides evidence of participation in MSR process</li> <li>Provides evidence of reflection and learning in her practice</li> <li>Provides an example of supporting others in their professional development</li> </ul>
<b>OTHER ACCOUNTABILITIES - including contribution to the culture of the organisation and workplace, and demonstration of organisational values</b>		
<b>Contributes to own self development</b>	<ul style="list-style-type: none"> <li>Actively participates in in-service education and quality initiatives</li> <li>Demonstrates a commitment to ongoing learning and professional development</li> <li>Discusses annually with manager at performance review Quality Leadership Progression (QLP) progression with an expectation to complete, at minimum, the confident domain within 18 months of commencing employment</li> <li>Takes opportunities to learn and develop clinical coordination/ sole charge skills and abilities</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of active participation</li> <li>Evidence of recognition of knowledge deficit and action to address</li> <li>Evidence of progression through the QLP</li> </ul>
<b>Treaty of Waitangi /</b>	<ul style="list-style-type: none"> <li>Has knowledge and understanding of the Treaty of Waitangi and its</li> </ul>	<ul style="list-style-type: none"> <li>Attends a Treaty of Waitangi</li> </ul>

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OBJECTIVES <i>(Key areas of focus)</i>	RESPONSIBILITIES <i>(How it is achieved)</i>	EVIDENCE <i>(How it will be measured)</i>
<b>Cultural Safety</b>	<p>application in health in terms of the articles and principles</p> <ul style="list-style-type: none"> <li>Recognises Maori as tangata whenua of Aotearoa and honours the principles of partnership, protection and participation as an affirmation of the Treaty of Waitangi</li> <li>Applies the principles of cultural safety to the midwifery partnership and integrates Turanga Kaupapa within the midwifery partnership and practice</li> </ul>	<p>workshop or a Maori Health paper or recognised online learning module</p> <ul style="list-style-type: none"> <li>Demonstrates consistent application of Treaty of Waitangi/ Cultural Safety principles in practice</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Actively supports all health and safety initiatives</li> <li>Supports other staff/colleagues to maintain adequate safety standards</li> <li>Ensures own and others' safety at all times</li> <li>Seeks support for difficult situations and raises this with the appropriate person eg manager, professional leader, EAP etc as required</li> <li>Complies with legislation, policies, procedures and safe systems of work</li> <li>Reports all incidents/accidents, including near misses, in a timely fashion</li> <li>Is involved in health and safety through participation and consultation</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of participation in health and safety activities</li> <li>Demonstrates support of staff/colleagues to maintain safe systems of work</li> <li>Evidence of compliance with relevant health and safety legislation, policies, procedures and event reporting</li> </ul>
<b>Communication &amp; Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>Builds an effective level of rapport with people within a short period of time</li> <li>Communicates clearly in written and verbal forms, responding with respect, empathy, tact and diplomacy</li> <li>Provides effective advocacy for women/whanau when required</li> <li>Understands and works within privacy and confidentiality requirements</li> </ul> <p>Is flexible, tolerant and responsive to situations, particularly focusing on effective resolution and de-escalation techniques when dealing with conflict</p>	<ul style="list-style-type: none"> <li>Evidence of integrated health care planning demonstrating effective multiagency team work</li> <li>Demonstrates ability to adapt as requirements of the woman, team or situation change</li> <li>Provides evidence of feedback on communication skills and technique</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Treats multidisciplinary team members with dignity, respect and honesty</li> <li>Actively participates in and contributes to department goals and activities</li> <li>Fosters a team approach to providing solutions in decision making</li> <li>Recognises the needs of individuals within the whole team and is supportive of others</li> <li>Promotes and actively seeks integrated team work</li> <li>Coaches others to develop knowledge and skills, and to accomplish tasks</li> </ul>	<ul style="list-style-type: none"> <li>Is recognized by others in the team as an effective and positive team member</li> <li>Is able to demonstrate participation in departmental activities and initiatives</li> <li>Evidence of coaching opportunities</li> </ul>

PERSON SPECIFICATION	
<p><i>Competencies are the skills, knowledge and attributes required to be fully competent in this position.</i></p> <p><i>There will be a programme available for appointees to meet competencies where a need for continued development is identified.</i></p> <p><i>For the purposes of selection, essential competencies have been identified, and decision will be made based on the ability of applicants to meet these.</i></p>	
<b>EDUCATION AND QUALIFICATIONS</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• New Zealand Registered Midwife</li> <li>• A current practising certificate with the Midwifery Council of New Zealand</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Current full drivers licence</li> </ul>
<b>EXPERIENCE</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Evidence of recent effective, competent midwifery practice or, for recent midwifery graduates, evidence of enrolment on the Midwifery First Year of Practice Programme</li> <li>• Ability to work effectively within a busy environment with competing demands</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of maternity care delivery in New Zealand</li> </ul>
<b>SKILLS AND COMPETENCIES</b>	<p><b>ESSENTIAL</b></p> <p><b>Interpersonal/Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Good communication/interpersonal skills ensuring the ability to interact positively and enable cooperation/coordination between: <ul style="list-style-type: none"> <li>– women who use maternity services and their families/whanau</li> <li>– all maternity practitioners</li> </ul> </li> <li>• Positive, enthusiastic and proactive manner that instils confidence in clients and colleagues</li> <li>• Demonstrated initiative, innovation and flexibility in practice</li> <li>• Awareness of and sensitivity to individual and cultural differences</li> </ul> <p><b>Written Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Sound written communication skills</li> <li>• Pitch, style and tone of message is appropriate for context and purpose required</li> <li>• Ability to learn a range of specialist terminology</li> </ul> <p><b>Excellence Focus</b></p> <ul style="list-style-type: none"> <li>• Demonstrated adaptability and personal accountability</li> <li>• Demonstrated problem solving skills</li> <li>• Ability to work rostered and rotating duties</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to proactively manage conflicting demands on time</li> <li>• Has resilience to cope effectively with situations that involve emotional strain and seeks support and guidance from others as appropriate</li> <li>• Has a sound level of insight into own strengths and weaknesses, and is committed to addressing areas where development is required</li> <li>• Commitment to ongoing education that leads to continuous improvement of clinical work practices and communication</li> <li>• Demonstrates fit with the DHB's values: <ul style="list-style-type: none"> <li>– Is enthusiastic and committed to caring for the community</li> <li>– Is enthusiastic and committed to working in a team environment</li> <li>– Is positive about focusing on safety issues at work</li> <li>– Applies the principles of the Treaty of Waitangi to their job</li> </ul> </li> <li>• Completes hospital certifications within the timeframe required by the DHB (eg BFHI, IV etc)</li> </ul> <p><b>Computer literacy and technology</b></p> <ul style="list-style-type: none"> <li>• Proficient keyboard/computer skills</li> <li>• Willingness to learn and incorporate new technology into practice</li> </ul>
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PHYSICAL ATTRIBUTES	
<p><i>Under the Human Rights Act 1993 discrimination based on disability is unlawful.</i></p> <p><i>The DHB will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.</i></p> <p><i>Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfill these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health Unit/Infection Control Team.</i></p>	
PHYSICAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Must be able to function under rapidly changing and demanding conditions, including emergency situations.</li> <li>• A high degree of mental concentration is required over a prolonged period of time.</li> <li>• Ability to move about and undertake necessary duties in the hospital and the community.</li> <li>• Ability to stand, walk, sit frequently while carrying out duties.</li> <li>• Ability to stretch, twist, bend, squat, crouch, lift, pull and carry and undertake all patient handling techniques, for example, using sliding sheets to move a women up the bed and lift objects within safe weight limits during ward cares and the birthing process.</li> <li>• Ability to maintain postures necessary for record keeping and also to assist and support new mothers and babies such as may</li> </ul>



	<p>be required for breast feeding and the birthing process.</p> <ul style="list-style-type: none"> <li>• Ability to reach, grip and have sufficient manual dexterity to undertake repetitive activities such as may be required for record keeping and computer use and also to operate clinical equipment including IV and epidural pumps, CTG monitors, incubators, use syringes and needles and other relevant clinical equipment and drive a motor vehicle.</li> <li>• Visual ability sufficient to read, write/record, drive, monitor women's status and equipment, safely administer medications and enable accurate performance of essential job duties.</li> <li>• Hearing and speech, sufficient to communicate with women, their families/whanau and co-workers enabling direct and telephone communications and to monitor women's status and equipment and recognise impending emergencies relating to women and equipment.</li> <li>• No skin lesion involving broken or desquamating skin (scaling, flaking, cracking, fissuring, ulceration) on the hands or forearms or any area of skin that may be exposed during clinical duties.</li> <li>• No skin condition that would be exacerbated by frequent contact with water or cleansers or frequent wearing of gloves to the point where it becomes broken or desquamating.</li> <li>• Absence of a health condition that impairs immunity to a level where the appointee is at significantly greater risk of health complications when exposed to infectious disease.</li> <li>• Ability to undertake exposure prone procedures without placing the appointee or others at an increased risk of disease.</li> <li>• Ability to effectively wear personal protective equipment as required (including gloves, mask, gown etc.) to protect against exposure to environmental hazards – principally infectious disease.</li> </ul>
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SIGNATORIES	
<b>Employee:</b>	
<b>Manager:</b>	
<b>Effective Date:</b>	