

Role Description

Nau mai, haere mai ki Ūpoko ki te uru hauora

Position: Registered Midwife

Service / Directorate: Women's Health / Surgery Women and Children

Responsible to: Charge Midwife Manager

Capital & Coast District Health Board

Mission:

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

Vision

Keeping our community healthy and well.

Values:

- **Manaakitanga** - Respect, caring, kindness
- **Kotahitanga** – Connection, unity, equity
- **Rangatiratanga** - Autonomy, integrity, excellence

Hutt Valley District Health Board

Mission:

Working together for health and wellbeing.

Vision

Whānau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities

Values:

Always caring – respectful, kind, helpful
Can do – positive, learning and growing, appreciative
In partnership – welcoming, listens, communicates, involves
 Being our best – innovating, professional, safe

Context

Organisational perspective

Capital & Coast District Health Board (CCDHB) receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region.

We operate a tertiary facility at Wellington Regional Hospital, and a range of inpatient and community health services at Kenepuru Community Hospital, Kapiti Health Centre and Ratonga Rua-o Porirua, a Forensic, Rehabilitation and Intellectual Disability Hospital. MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa, Hutt Valley and Capital & Coast District Health Boards. We have an annual budget of more than \$1 billion which we use to deliver health services directly as well as contracting external providers.

We provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services. Approximately 6,000 staff work at Capital & Coast District Health Board.

Directorate perspective

Surgery, Women and Children's Directorate comprises five business groups – Child Health Service, Women's Health Service, two Surgical Service groups and another group covering Anaesthesia, ICU, Theatre and the 24 Hour Operations Service. It has approximately 2000 employees including 45 managers.

The key areas of focus for the Surgery, Women and Children's Directorate are:

- To improve patient safety and clinical effectiveness
- To provide a seamless transition into the new Children's Hospital due for completion in 2021.
- To lead and develop new ways of working across the directorate between primary, community and secondary health care settings.
- To increase leadership capability within the Directorate
- To meet elective services discharge health targets
- To meet ESPI targets
- To improve efficiency and live within our financial means
- To improve the acute patient pathway and decrease length of stay in the Emergency Department (achieve the national benchmark target of 95% patients discharged from ED within 6 hrs)
- To successfully implement care capacity demand management across the directorate
- To ensure clinical efficiencies and the effectiveness of clinical supply use across the directorate
- To promote cultural appropriateness and reduce inequality

Service Perspective

The Women's Health Service provides Maternity, Obstetric, and Gynaecology care and associated support services on an acute or elective, inpatient, day patient or outpatient basis. Maternity services provide for approximately 3600 birth per annum at Wellington, Kenepuru and Paraparaumu birthing facilities.

Primary, secondary, tertiary and some gynaecology services are located across three sites, Wellington, Kenepuru and Paraparaumu.

- A multidisciplinary team located in Wellington (Delivery Suite and Antenatal/Postnatal wards) provide comprehensive secondary and tertiary care and support to Lead Maternity Carers (LMC) who also use the facility.
- Midwifery led primary birthing facilities at Kenepuru and Paraparaumu
- A Maternal Fetal Medicine (MFM) service, focusing on the wellbeing of women and infants who have complications or complex health needs.
- A community midwifery team who provide primary and secondary antenatal and postnatal midwifery care. Labour and birth care is provided by Delivery Suite midwives.
- Inpatient postnatal care is provided at Wellington and the primary birthing facilities at Kenepuru and Paraparaumu.
- Primary maternity services are also provided by self-employed LMCs.

Secondary and Tertiary Gynaecological services

- A gynaecological oncology service (in liaison with Wellington Cancer Centre)
- A general gynaecological service offering surgery at Wellington and Kenepuru, plus outpatient services at Wellington, Kenepuru and Paraparaumu
- Te Mahoe Unit offers counselling and termination of pregnancy services.

Acute Assessment service

- This service operates five days a week for women requiring acute assessment of maternity and gynaecological conditions.

Ultrasound

A comprehensive diagnostic and therapeutic ultrasound service for Women's Health Service.

Position Purpose & Overview

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

This position works principally within the maternity services at Wellington, Kenepuru or Paraparaumu . However, all employees at Capital & Coast District Health Board may be required to undertake duties in other areas of the organisation e.g. which reasonably fall within the general parameters of this position and the employee's scope of practice. E.g. neonatal intensive care unit or antenatal/ postnatal women located in other areas of the hospital.

Functional Relationships

<i>Internal Relationships</i>	<i>Deliverables / Outcomes</i>
Charge Midwife Manager	<ul style="list-style-type: none"> Facilitate management and supervision for an effective, functional and cohesive multi-disciplinary workforce within the maternity services
Director of Midwifery	<ul style="list-style-type: none"> Professional leadership, guidance and support
All Maternity Unit staff (including O&Gs, RMOs, Midwives, RNs, LMCs, support staff)	<ul style="list-style-type: none"> Function effectively and efficiently as a member of the multi-disciplinary team, demonstrating own professional development in order to enhance quality service delivery Effective interaction and communication, identifying issues of concern and communicating these clearly Delivering effective midwifery care which contributes to a positive and meaningful outcome for the woman and her whānau Develop and maintain positive working relationships
Other DHB health care providers e.g. Māori and Pacifica Health Team, neonatal staff, Theatre staff, social workers, maternal mental health (etc)	<ul style="list-style-type: none"> Develop and maintain positive working relationships Function effectively and efficiently as a member of the multi-disciplinary team Effective interaction and communication, identifying issues of concern and communicating these clearly Support to provide woman-centred care
<i>External Relationships</i>	<i>Deliverables / Outcomes</i>
Iwi providers	<ul style="list-style-type: none"> Maintain cultural safety and awareness and develop strategies for improving the health status of Māori
Well Child providers/GPs/ any other agencies involved with the woman and whānau	<ul style="list-style-type: none"> Liaise and communicate with other health care providers in order to promote consistent ongoing care
Women	<ul style="list-style-type: none"> To uphold and respect choices/wishes whilst providing quality, safe standards of practice
Whānau	<ul style="list-style-type: none"> To include/incorporate whānau with a whānau ora approach to health care

Midwifery Scope of Practice

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

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 for 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, childbirth and breastfeeding 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 whānau and the community. Midwifery practice involves informing and preparing the woman and her whānau 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.

Key Accountabilities

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
The midwife works in partnership with the woman and her whānau throughout the maternity experience (in the context of services provided by the DHB)	<ul style="list-style-type: none"> Centres the woman as the focus of care Promotes and supports continuity of midwifery care Is culturally safe Is aware of the role of equity in healthcare outcomes Recognises and respects the woman's ethnic, social and cultural context Communicates effectively with the woman and her whānau and promotes three way conversations when needed Supports the woman with informed decision-making Care is planned in partnership with the woman and her whānau 	<ul style="list-style-type: none"> Consistently acts as the woman's advocate in the provision of care Demonstrates support of the continuity of care model Provides examples of culturally safe care Provides evidence of effective communication with women in the midwifery partnership Ongoing care is planned, documented and reviewed regularly in partnership with the woman
The midwife applies comprehensive theoretical and scientific knowledge with the technical skills needed to provide effective and safe midwifery care	<ul style="list-style-type: none"> Provides and is responsible for midwifery care of the woman and her whānau during pregnancy, labour, birth, breastfeeding and/or the postnatal period 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 Assesses the health and well-being of the woman and her baby, recognising any condition which necessitates referral to another health professional Attends, supports and regularly assesses the woman and or her baby and makes appropriate, timely midwifery interventions Proactively protects, promotes and supports breastfeeding Demonstrates the ability to prescribe/dispense and administer medicines, vaccines and immunoglobulins safely and appropriately within the midwife's scope of practice and the relevant legislation Utilises evidence based practice in facilitating midwifery care and informed choice by the woman and her whānau Facilitates and documents decisions made by the woman Provides accurate and timely written clinical notes identifying midwifery care offered, provided or declined 	<ul style="list-style-type: none"> Maintains Midwifery Council and DHB requirements for mandatory education Demonstrates ability to work across the midwifery scope of practice Demonstrates knowledge and skills needed for the position and the area of work Assists women to make informed choices demonstrating evidence based practice Provides evidence, for example Quality Leadership Programme (QLP) portfolio, or provides evidence for maintaining or progressing onto another QLP domain Demonstrates an understanding of the legislation related to midwifery prescribing, use of opioids and abortion regulation Demonstrates willingness to adapt practice or learn new skills as new evidence becomes available or guidelines are introduced

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
The midwife promotes practices that enhance the health of the woman and her whānau and which encourage their participation in her health care	<ul style="list-style-type: none"> • Encourages and assists the woman and her whānau to take responsibility for their health and that of the baby by promoting healthy life-styles • Demonstrates the ability to offer learning opportunities to women and their whānau to meet their specific needs • Promotes and encourages exclusive breast feeding as appropriate while also supporting women who are unable or choose not to breastfeed • Supports the woman's whānau to participate in the health and wellbeing of the woman and baby as appropriate • Works collegially, collaborates and co-operates with other midwives, health professionals, community groups and agencies when necessary • Ensures the woman has information about available services to access other health professionals and agencies as appropriate 	<ul style="list-style-type: none"> • Demonstrates practices such as health promotion, education and information sharing across all settings • Promotes breastfeeding as appropriate • Demonstrates an ability to work in partnership and collegially with LMCs • Demonstrates an awareness of external support agencies for women and their baby/babies • Agree and document a comprehensive discharge plan with the woman and her LMC • Shows understanding and respect for holistic health, rongoa medicine and traditional methods to deal with health and illness
The midwife upholds professional midwifery standards and uses professional judgment as a reflective and critical practitioner when providing midwifery care	<ul style="list-style-type: none"> • Reflects the DHB values in care provided to women and their whānau and interactions with colleagues • Demonstrates an accurate and comprehensive knowledge of legislation affecting midwifery practice • Recognises personal responsibility and accountability for their practice across the pregnancy, childbirth and postpartum continuum to the woman, midwifery profession, the community and the Midwifery Council of New Zealand • Is aware of and complies with the Midwifery Council of New Zealand and DHB Code of Conduct • Is aware of own limitations and consults with others, or seeks advice when appropriate • Participates in Midwifery Standards Review (MSR) process • Supports others in developing their practice 	<ul style="list-style-type: none"> • Provides evidence of participation in MSR process • Provides evidence of reflection and learning in her practice • Provides an example of supporting others in their professional development • Upholds the image of the profession and the DHB through appropriate behaviour and presentation • Raises concerns in a timely and appropriate way
Contributes to own self development	<ul style="list-style-type: none"> • Actively participates in in-service education and quality initiatives • Demonstrates a commitment to ongoing learning and professional development • Reviews QLP progression with an expectation to complete, at minimum, the confident domain within 12 months of commencing employment • Takes opportunities to learn and develop clinical skills and knowledge 	<ul style="list-style-type: none"> • Evidence of active participation in clinical setting • Evidence of recognition of knowledge deficit and action to address • Evidence of progression through the QLP • Evidence of an healthy mindset and habits which support her well-being and performance as health professional

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
Te Tiriti o Waitangi / Cultural Safety	<ul style="list-style-type: none"> Has knowledge and understanding of the Te Tiriti o Waitangi and its application in health in terms of the articles and principles Recognises Māori as tangata whenua of Aotearoa and honours the principles of partnership, protection and participation as an affirmation of the Te Tiriti o Waitangi Applies the principles of cultural safety to the midwifery partnership and integrates Turanga Kaupapa within the midwifery partnership and practice 	<ul style="list-style-type: none"> Attends a Treaty of Waitangi workshop or a Māori Health paper or recognised online learning module Demonstrates consistent application of Te Tiriti o Waitangi / Cultural Safety principles in practice
Health and Safety	<ul style="list-style-type: none"> Complies with responsibilities under the Health and Safety Act 2015 Actively supports all health and safety initiatives Supports other staff/colleagues to maintain adequate safety standards Ensures own and others' safety at all times Seeks support for difficult situations and raises this with the appropriate person e.g. manager, professional leader, EAP etc. as required Complies with legislation, policies, procedures and safe systems of work Reports all incidents/accidents, including near misses, in a timely fashion Is involved in health and safety through participation and consultation 	<ul style="list-style-type: none"> Has read and understood the Health and Safety policy and procedures Evidence of participation in health and safety activities Demonstrates support of staff/colleagues to maintain safe systems of work Evidence of compliance with relevant health and safety legislation, policies, procedures and event reporting
Communication & Interpersonal Skills	<ul style="list-style-type: none"> Builds an effective level of rapport with people within a short period of time Communicates clearly in written and verbal forms, responding with respect, empathy, tact and diplomacy Provides effective advocacy for women/whānau when required Understands and works within privacy and confidentiality requirements Is flexible, tolerant and responsive to situations, particularly focusing on effective resolution and de-escalation techniques when dealing with conflict 	<ul style="list-style-type: none"> Evidence of integrated health care planning demonstrating effective multiagency team work Demonstrates ability to adapt as requirements of the woman, team or situation change Provides evidence of feedback on communication skills and technique
Teamwork	<ul style="list-style-type: none"> Treats multidisciplinary team members with dignity, respect and honesty Actively participates in and contributes to goals and activities within the DHB Fosters a team approach to providing solutions in decision making Recognises the needs of individuals within the whole team and is supportive of others Promotes and actively seeks integrated team work Coaches others to develop knowledge and skills, and to accomplish tasks 	<ul style="list-style-type: none"> Is recognized by others in the team as an effective and positive team member Is able to demonstrate participation in departmental activities and initiatives Evidence of coaching to team members, students and support staff

Capability Profile

Competencies

Competencies are the skills, knowledge and attributes required to be fully competent in this position.

There will be a programme available for appointees to meet competencies where a need for continued development is identified.

For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these.

Competency	Behaviours
Education and Qualifications	Essential <ul style="list-style-type: none">• New Zealand Registered Midwife• A current practising certificate with the Midwifery Council of New Zealand Desirable <ul style="list-style-type: none">• Current full drivers licence
Experience	Essential <ul style="list-style-type: none">• Evidence of effective, competent midwifery practice or, for recent midwifery graduates, evidence of enrolment in the Midwifery First Year of Practice Programme• Ability to work effectively within a busy environment with competing demands Desirable <ul style="list-style-type: none">• Demonstrated understanding of maternity care delivery in New Zealand
Skills and Competencies	Interpersonal/Communication Skills <ul style="list-style-type: none">• Good communication/interpersonal skills ensuring the ability to interact positively and enable cooperation/coordination between:<ul style="list-style-type: none">○ women who use maternity services and their whānau○ all maternity practitioners• Positive, enthusiastic and proactive manner that instils confidence in women and colleagues• Demonstrated initiative, innovation and flexibility in practice• Awareness of and sensitivity to individual and cultural differences Written Communication Skills <ul style="list-style-type: none">• Sound written communication skills• Pitch, style and tone of message is appropriate for context and purpose required• Ability to learn a range of specialist terminology Excellence Focus <ul style="list-style-type: none">• Demonstrated adaptability and personal accountability• Demonstrated problem solving skills• Ability to work rostered and rotating duties• Ability to proactively manage conflicting demands on time• Has resilience to cope effectively with situations that involve emotional strain and seeks support and guidance from others as appropriate• Has a sound level of insight into own strengths and weaknesses, and is committed to addressing areas where development is required• Commitment to ongoing education that leads to continuous improvement of clinical work practices and communication• Demonstrates fit with the DHB's values:• Is enthusiastic and committed to caring for the community• Is enthusiastic and committed to working in a team environment• Is positive about focusing on safety issues at work• Applies the principles of the Treaty of Waitangi to their job• Completes hospital certifications within the timeframe required by the DHB (eg BFHI, IV etc)• Completes annual appraisal within the DHB timeframe Computer literacy and technology <ul style="list-style-type: none">• Proficient keyboard/computer skills

Competency	Behaviours
	<ul style="list-style-type: none"> Willingness to learn and incorporate new technology into practice

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. The DHB will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

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 as to whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health Unit/Infection Control Team.

Physical Attributes	<ul style="list-style-type: none"> Must be able to function under rapidly changing and demanding conditions, including emergency situations. A high degree of mental concentration is required over a prolonged period of time. Ability to move about and undertake necessary duties in the hospital and the community. Ability to stand, walk, sit frequently while carrying out duties. Ability to stretch, twist, bend, squat, crouch, lift, pull and carry and undertake all manual handling techniques, for example, using sliding sheets to move a women up the bed and lift objects within safe weight limits during cares and the birthing process. Ability to maintain postures necessary for record keeping and also to assist and support new mothers and babies such as may be required for breastfeeding and the birthing process. 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 if role requires drive a motor vehicle. 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. Hearing and speech, sufficient to communicate with women, their whānau 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. 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. 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. 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. Ability to undertake exposure prone procedures without placing the appointee or others at an increased risk of disease. Ability to effectively wear personal protective equipment as required (including gloves, mask, gown etc.) to protect against exposure to environmental hazards – principally infectious disease.
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Preface

This document contains elements that are consistent across the District Health Boards (DHBs) in the Central Region, 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.

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Capital and Coast District Health Board (CCDHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

CCDHB is committed to Te Tiriti o Waitangi principles of partnership, participation, protection equity and by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.