

Position Description

Position	Maternity Care Assistant – Casual
Restricted to	Student Midwives currently enrolled in with a School of Midwifery who have completed the first year of the programme.
Team / Service	Maternity
Group	Women and Children's Health Service
District	Capital, Coast and Hutt Valley
Responsible to	Midwife Manager (Hutt), Charge Nurse Manager, IOC (Wellington and Kenepuru)
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years

Health New Zealand | Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora (Healthy Futures) vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kāpiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics Maxillofacial and Burns Services, Rheumatology, Dental Services, Regional Public Health and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide secondary and tertiary level maternity care at Wellington Regional Hospital and secondary maternity level care at Hutt Hospital. There are also primary Birthing Units available for well women to use at Kenepuru Community Hospital in Porirua and the Kāpiti Health Centre.

The provision of maternity services encompass community-based midwifery Lead Maternity Carers (who are not hospital employees), Community Midwifery Team midwives, breastfeeding support, and tertiary level obstetrics, gynaecology and other specialist services.

Kenepuru Community Hospital and Kāpiti Health Centre provide secondary and community services based in Porirua and the Kāpiti Coast

MHAIDS is the Mental Health, Addiction and Intellectual Disability Service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Our Regional Forensic and Rehabilitation Inpatient Mental Health Services are located on site at Rātonga Rua-o-Porirua.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination) to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

Te Mauri o Rongo

Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

Wairuatanga

Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga

As organisations we support our people to lead. We know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga

We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together.

Te Korowai Āhuru

A cloak which seeks to provide safety and comfort to the workforce.

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District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and Health New Zealand policy.

Health New Zealand is committed to Te Tiriti o Waitangi principles of Tino Rangatiratanga, Partnership, Equity, Active Protection and Options by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are 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.

Women and Children's Health Service Group Perspective

The Women's and Children's Service Group is one of six within Capital, Coast and Hutt Valley district's provider services. Services and specialties within the group range from primary to tertiary level with service provision for the district, the central Region and wider Regions. The Group operates from four sites across the district including Wellington Regional, Hutt and Kenepuru hospitals as well as the Kāpiti Birthing unit and Health Centre.

Our services include:

- Obstetrics and Gynaecology
- Maternity
- Maternal Fetal Medicine
- Women's Health Scanning
- Gynaecology Oncology
- Abortion Service
- Neonatal Intensive and Special Care Units
- Child Health
- Child Development
- Genetics
- Violence Intervention Programme

Purpose of the role

The Maternity Care Assistant contributes to the successful operation of the maternity team by collaborating and working alongside the interdisciplinary team to meet the needs of people using the services of the maternity unit.

The Maternity Care Assistant works under the direction and delegation of a Registered Midwife, or Registered Nurse as an unregulated healthcare worker. They will only be delegated tasks that do not require specialised knowledge, judgment, or skill. They will remain responsible for their actions while the Midwife or Nurse is accountable for the delegation decision, assessment, and evaluation of outcomes. They

must be careful not to lead consumers of healthcare to believe they are a midwife or nurse when undertaking aspects of care.

The Maternity Care Assistant will receive training to complete specific tasks within defined boundaries. The Maternity Care Assistant must seek guidance and supervision whenever needed.

The Maternity Care Assistant's working hours will be decided by the clinical area and may include rostered and rotating shifts. Orientation will be provided. The Maternity Care Assistant is expected to contribute to the implementation of district and departmental goals and values.

Key Accountabilities

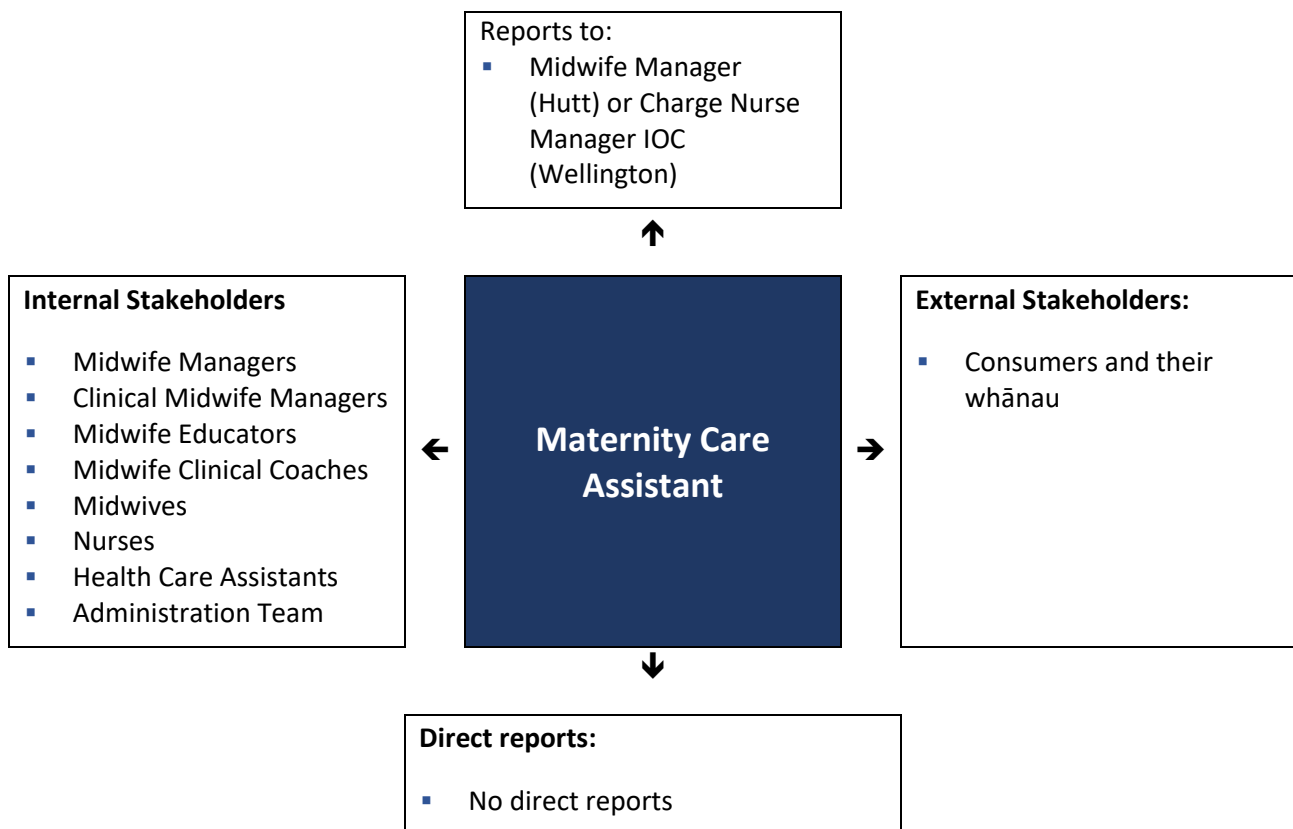
Maternity Care Assistants are legally accountable for their actions and accountable to their employer.

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Technical outcomes / accountabilities	<ul style="list-style-type: none">Works under the direction and delegation of a Registered Midwife or Registered Nurse.Ensures not to undertake activities requiring Midwifery or Nursing knowledge, judgment, and skill such as assessing, planning, and evaluating patient care, patient health teaching and counselling, administering medications, or delegating tasks to others.Maintains a strict sense of professional ethics, confidentiality, and privacy and abides by the District's Code of Conduct.Responds to the changing needs of the maternity unit, performing other tasks as required.Conducts self in a responsible and professional manner.Demonstrates reliability and punctuality in attendance to work.
2. Te Tiriti o Waitangi	<ul style="list-style-type: none">Demonstrates knowledge and understanding of Te Tiriti o Waitangi.Demonstrates respect for Tikanga Māori values.Shows awareness of own cultural competence and actively seeks ways to increase knowledge.
3. Cultural Safety and Equity Focus	<ul style="list-style-type: none">Champions equity and diversity in the workplace.Demonstrates awareness, sensitivity, and respect for others.Communication skills show respect for people's individual and different cultural and communication needs.
4. Promotes a Welcoming Environment	<ul style="list-style-type: none">Answers patients and/or whānau queries and responds to simple requests or locates appropriate team members to pass a message as required.Provides orientation to maternity ward including; layout, amenities and meal times.Visitors are welcomed and orientated, and visiting hours explained.
5. Supports the Clinical Team to Deliver Effective Patient Care	<ul style="list-style-type: none">Supports Midwives and Nurses by assisting them to undertake activities and procedures as requested;<ul style="list-style-type: none">Assisting with mobilising people out of bed, to the bathroom / shower or NICU/NNU

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> ○ Providing additional supplies including water, nappies, cleaning clothes, sanitary towels, pillows, clean linen ○ Supporting families with basic baby cares including nappy change and baby bath ○ Distributing meal and beverages / checking appropriate for dietary needs / allergies (if there is no HCA on duty) ○ Supporting and encouraging breastfeeding (comfortable supported position and drink to hand), including identifying and providing patient information or feed charts ○ Sourcing breast pump equipment and assisting with set up and cleaning of same as per policy ○ Promoting safe sleep practices and identifying with clinical staff any safe sleep concerns/education ○ Assisting people and their whānau to access education resources.
6. Administration Support <i>(as required)</i>	<ul style="list-style-type: none"> ▪ Performs reception and greeting functions (if ward administration is not available). ▪ Answer telephone with customer focus ensuring phone messages are accurate, passed on appropriately to clinical teams, and documented in the clinical record (where appropriate). ▪ Collates patient forms, labels, and/or files in anticipation of patient admissions/discharge (if ward administration is not available).
7. Environmental Support	<ul style="list-style-type: none"> ▪ Works with the team to maintain a safe, clean, and functional environment: Duties may include: <ul style="list-style-type: none"> ▪ Bed making, preparing bed spaces for admission and discharge. ▪ Assembling and dismantling of procedure trolleys. ▪ Cleaning sluice room and treatment areas. ▪ Disposing of waste. ▪ Maintaining equipment: cleaning and reporting maintenance requests for items which need repair. ▪ Supporting staff in maintaining a clean functional environment including organisation of clean supplies.
8. Establishes and Maintains Effective Interpersonal Relationships with Patients and Team	<ul style="list-style-type: none"> ▪ Undertakes effective communication at all times and seeks clarification if unsure. ▪ Demonstrates an understanding of the different roles of the members of the health care team. ▪ Links with Midwife or Nurse on a regular basis throughout the course of the duty and communicates discrepancies, problems, or concerns in a timely manner.
9. Health & Safety	<ul style="list-style-type: none"> ▪ Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature.

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Interpersonal Savvy	<ul style="list-style-type: none"> Builds constructive and effective relationships Uses diplomacy and tact Works cooperatively - willingly shares and seek knowledge and expertise Maintains confidentiality, earns widespread trust and consistently upholds honesty Does not misrepresent her/himself for personal gain Responds in a non-defensive way when asked about errors or oversights Willingly answers questions and concerns raised by others.
Planning	<ul style="list-style-type: none"> Accurately scopes out length and difficulty of tasks and projects Breaks down work into the process steps Anticipates and adjusts for problems and roadblocks.
Decision Quality	<ul style="list-style-type: none"> Makes good decisions Accepts responsibility for actions and decisions within level of skills and knowledge.

Competency	Behaviours
Problem Solving	<ul style="list-style-type: none"> Can see hidden problems'
Quality & Innovation	<ul style="list-style-type: none"> Provides quality service to those who rely on one's work. Looks for ways to improve work processes - suggests new ideas and approaches.

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- A friendly, caring, and empathetic manner
- Good communication skills
- Ability to follow instructions

B. Essential Professional Qualifications / Accreditations / Registrations:

- A student midwife, currently enrolled in a Bachelor of Midwifery Programme.
- Completed the first year of the undergraduate Midwifery degree programme.

C. Someone well-suited to the role will place a high value on the following:

- Commitment to Te Tiriti o Waitangi
- Living the values of Health New Zealand | Te Whatu Ora

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