



Women's and Babies Division

Registered Nurse/Midwife or Registered Midwife (Graduate Midwifery Program)

JOB DESCRIPTION

Table with 2 columns and 6 rows containing job details: Position Title, Classification, Position No, Cost centre, Reports to, Type of Appointment, FTE, Date Prepared, Initial Location, Directorate, and Division.

Approved by: \_\_\_\_\_
Divisional Director Midwifery and Nursing

Date: \_\_\_\_\_

PREAMBLE section containing text about the Children, Youth and Women's Health Service (CYWHS) and the Women's and Children's Hospital (WCH).

### CONTEXT AND PURPOSE OF POSITION

The RN/M or RM (GMP) is responsible and accountable for providing nursing/midwifery services and the provision of quality patient centred care to women and their babies, at a beginner to advanced beginner level.

The RN/M or RM (GMP) works in partnership women and their families and in collaboration with other health professionals and agencies to ensure optimum health outcomes. The RN/M or RM (GMP) accepts accountability for own practice standards, and responsibility for activities delegated to others as well as the guidance and development of less experienced staff.

The RN/M or RM (GMP) consolidates knowledge and skills and develops capacity through experience and continuous professional development.

The RN/M or RM (GMP) practices within agreed evidence based practice standards and demonstrates the necessary competency to provide care relevant to each patient's needs.

The RN/M or RM (GMP) demonstrates positive attitudes and behaviours, well developed communication skills and the ability to contribute to optimum patient outcomes in a changing environment.

### REPORTING/WORKING RELATIONSHIPS/INTERACTIONS

- Reports to N/M Clinical Service Coordinator/Advanced Clinical Service Coordinator
- Works closely with Clinical Learning Coordinators and the Coordinator of the Graduate Midwifery Program
- Maintains a close working relationship with the N/M Clinical Practice Consultants/Advanced Clinical Practice Consultants, N/M Associate Clinical Service Coordinators, Clinical Nurses/Midwives, Level 1 Registered Nurses/Midwives , Enrolled Nurses and Assistants in Nursing/Midwifery
- Maintains a cooperative and productive working relationships with all members of the health care team
- Contributes to the day to day operations of the unit and will provide professional guidance to Nursing/Midwifery staff, particularly less experienced members of the team, such as Enrolled nurses, Assistants in Midwifery and students.

#### Direct Reports to this position:

- Nil

### KEY CHALLENGES - *Details significant challenges beyond day-to-day responsibilities and relates to the environment in which the position operates)*

- Maintaining current knowledge of professional standards, implementing and monitoring evidence based practice and quality management initiatives consistent with organisational policies
- Maintaining professional knowledge of research and nursing/midwifery technological advances
- Dealing appropriately and relevantly with children, youth, women and babies and their families considering diverse cultural backgrounds and expectations of clients
- Accepting responsibility for the maintenance of own knowledge of contemporary practice
- Demonstrating competence in the area or practice at a beginner to advanced beginner level.

## GENERAL REQUIREMENTS

Managers and staff are required to work in accordance with the Code of Conduct for Public Employees, Regional Policies and Procedures and legislative requirements including: –

- Occupational Health Safety and Welfare,
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation),
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier),
- Disability Discrimination,
- Code of Fair Information Practice,
- Relevant Awards and Enterprise Agreements and parts of the Public Sector Management Act 1995 and the SA Health Commission Act 1976,
- Relevant Australian Standards,
- Duty to maintain confidentiality,
- Smoke free workplace,
- Applying the principles of the South Australian Government's Risk Management Policy to their work as appropriate,
- To value and respect the needs and contributions of CYWHS Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all CYWHS practice and service delivery, and
- To uphold and demonstrate the Region's values of Care and Compassion, Equity, Diversity, Innovation and Creativity Participation and Collaboration, Respect, Accountability and Integrity.

## SPECIFIC REQUIREMENTS

- May be required to participate in an after hours on-call roster
- The Children Youth and Women's Health Service requires that all nursing/midwifery staff work in accordance with legislative and professional requirements including:
  - SA Nurses Act 1999
  - Australian Nursing and Midwifery Council (ANMC) National Competencies Standards for Registered Nurses and the ANMC National competency standards for Midwives
  - ANMC Code of Conduct for nurses and/or midwives
  - ANMC Code of Ethics for nurses and/or midwives
  - SA *Controlled Substance's Act* and Regulations
  - Nurses Board of SA (NBSA) standards and guidelines
  - Professional Practice Standards and competencies consistent with area of practice as varied from time to time
  - Department of Health and CYWHS policies, procedure and standards
- Nurses and midwives are required to have the capacity to undertake the physical and psychological demands of the role

## SCOPE OF CLINICAL PRACTICE

Nursing and Midwifery Scopes of Practice are defined by the nursing or midwifery profession and the NBSA registration. The relevant defined Scope of Practice is endorsed and maintained across the CYWHS by adherence to initial employment procedures, annual licensing procedures, meeting mandatory competencies, undertaking ongoing professional development and annual performance review.

It is acknowledged that when defining the scope of practice, a Nurse or Midwife employed to work in one division or department may have an altered, scope of practice when 'relieving', assisting or rotating in another unit department or division

## PERFORMANCE DEVELOPMENT

- Required to participate in the organisation's Performance Development program which will include a regular review of employee's performance against the responsibilities and competencies required by the positions, performance outcome measures associated with their position and demonstration of appropriate behaviours which reflect a commitment to CYWHS values and strategic directions
- Performance will be assessed in each clinical area in which the RN/M or RM (GMP) works during the GMP.
- A process for performance appraisal will be negotiated between the individual, the Clinical Learning Coordinator and the N/M-CSC/Advanced CSC or delegate.

MAJOR RESPONSIBILITY 1 – HIGH QUALITY PATIENT/CLIENT CARE		
RESPONSIBILITIES	PERFORMANCE OUTCOMES	MEASURES
<p><b>1.1 Provide direct clinical care to patients/clients</b></p>	<ul style="list-style-type: none"> <li>* The provision of a high standard of clinical care through the application of professional standards and adherence to policies, and evidence based protocols and procedures.</li> <li>* Development, implementation and adjustment of care plans for patients/clients based on ongoing nursing/midwifery assessment</li> <li>* Evaluation of patient/client care requirements</li> <li>*Reviews care provided by less experienced staff</li> <li>* Promotion of continuity, consistency and co-ordination of care for individuals or groups of patients/clients</li> <li>*Communicates changes in care planning to appropriate staff</li> <li>*Coordinates services with other health professionals and agencies to meet individual health care needs</li> <li>* Provision of health education and counselling to individuals and groups of patients/clients</li> <li>* Ensuring clinical documentation is maintained in accordance with professional standards and organisational policy and procedure</li> <li>* Works to ensure consistency of nursing/midwifery practice standards</li> </ul>	<p>Evidence of the standard of care provided to the patients/client through</p> <ul style="list-style-type: none"> <li>* demonstration of nursing/midwifery Competencies</li> <li>* positive health outcomes for patients</li> <li>* clinical audits</li> <li>* documentation review and audit</li> <li>* patient/client feedback</li> <li>*achievement of clinical standards</li> </ul>
<p><b>1.2 Commitment to Consumer participation</b></p>	<ul style="list-style-type: none"> <li>*Works in partnership with women supporting them, their babies and their families and respecting and supporting their right to self determination in the normal life processes of pregnancy, labour birth and parenthood.</li> <li>* works collaboratively with consumers in the development of specific individual care plans</li> </ul>	<ul style="list-style-type: none"> <li>*Client feedback and satisfaction</li> </ul>
<p><b>1.3 Deliver services in a culturally sensitive manner</b></p>	<ul style="list-style-type: none"> <li>*Promotes access to and equity of services for people from culturally and linguistic diverse backgrounds</li> <li>*Provides services that are culturally sensitive</li> <li>*Ensures the use of interpreters in line with policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>*Client feedback and satisfaction</li> </ul>

<b>MAJOR RESPONSIBILITY 2 – CLINICAL LEADERSHIP AND SUPPORT</b>		
<b>RESPONSIBILITIES</b>	<b>PERFORMANCE OUTCOMES</b>	<b>MEASURES</b>
<b>2.1 Contribute to the clinical leadership of nursing/midwifery services for the unit/ward/service</b>	<ul style="list-style-type: none"> <li>*Supports and guides the provision on quality care to newer or less experienced staff</li> <li>*Supports the learning experiences of students undertaking clinical placements and the orientation of new staff.</li> <li>*demonstrates and promotes a risk minimisation approach to care delivery.</li> <li>* Assist in communicating and implementing practice change</li> <li>* Acts to resolve nursing/midwifery care or service delivery problems</li> </ul>	Evidence of clinical leadership and support through, <ul style="list-style-type: none"> <li>*newer and less experienced staff are supported</li> </ul>
<b>2.2 Encourage and foster a positive culture and safe work environment</b>	<ul style="list-style-type: none"> <li>*Supports the implementation and maintenance of safe work practices to protect both patients and staff.</li> <li>* Participates in a team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges cultural and personal differences, and encourages creativity, innovation and honesty.</li> <li>* Contributes to procedures and processes that effectively deal with challenging behaviours and the resolution of conflicts</li> <li>* Team members demonstrate a positive approach and commitment to client centred service.</li> <li>* Change management processes are supported.</li> </ul>	Evidenced by <ul style="list-style-type: none"> <li>*applying appropriate communication and conflict resolution skills</li> <li>* role modelling positive behaviours</li> <li>* application of problem solving skills</li> <li>*applying safe work practices</li> </ul>

<b>MAJOR RESPONSIBILITY 3 – PROFESSIONAL DEVELOPMENT AND CLINICAL TEACHING</b>		
<b>RESPONSIBILITIES</b>	<b>PERFORMANCE OUTCOMES</b>	<b>MEASURES</b>
<b>3.1 Responsible for own development and education</b>	<ul style="list-style-type: none"> <li>* Maintenance of your own individual, professional development portfolio .</li> <li>* Undertakes education and professional development in areas relevant to own practice setting and role</li> <li>*Professional development and learning opportunities are actively sought</li> <li>* attends and completes all educationally activities of the Graduate Midwife Program</li> <li>*Successfully achieves competencies and activities identified at performance review</li> </ul>	Evidenced by <ul style="list-style-type: none"> <li>*Current Professional Portfolio</li> <li>* All requirements of the GMP program are achieved</li> <li>*Annual mandatory competencies successfully achieved</li> <li>*Registration with the Nurses Board of SA is always current.</li> </ul>
<b>3.2 Professional development of other nurses and midwives</b>	<ul style="list-style-type: none"> <li>*Contributes to educational programmes for nurses and midwives</li> <li>* facilitates other nurses and midwives attendance and participation in educational programmes</li> </ul>	<ul style="list-style-type: none"> <li>* students, new and less experienced staff have education goals and learning overseen</li> </ul>

MAJOR RESPONSIBILITY 4 – CONTINUOUS IMPROVEMENT		
RESPONSIBILITIES	PERFORMANCE OUTCOMES	MEASURES
4.1 Actively participate in quality management, quality assurance, evaluative research activities and risk minimisation activities	<ul style="list-style-type: none"> <li>* Continuously reviewing existing practices and implementing change where required.</li> <li>* Contribute to the development and implementation of practice guidelines, protocols</li> <li>* Participate in clinical review/audit of patient outcome</li> </ul>	Evidenced by *participation in quality activities *participation in review of patient outcome

SPECIAL CONDITIONS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Appointment will be subject to a satisfactory Criminal History Check</li> <li><input type="checkbox"/> Some overtime may be required</li> <li><input type="checkbox"/> May be required to participate in an after hours on-call roster</li> <li><input type="checkbox"/> May be relocated meet organisational need.</li> <li><input type="checkbox"/> Intra and interstate travel maybe required</li> <li><input type="checkbox"/> Will work in accordance with a rotating roster over 7 days</li> <li><input type="checkbox"/> Will work in accordance with roster requirements of allocated unit</li> </ul>

***I have read and understand the responsibilities, performance outcomes and performance measures described within this document:***

<b>Acknowledged by Position Incumbent</b>	(Print Name)	(Signature)	(Date)
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***Note: The Job Specification is not intended to be an exhaustive list of all duties, but is intended to reflect the major responsibilities associated with the position. As the strategic directions of the organisation and division/department change, this Job Specification may change and develop. However, areas of responsibility will remain within the identified classification***

# Children's Youth and Women's Health Service

## Women's and Babies Division

### Registered Nurse/Midwife or Registered Midwife (Graduate Midwifery Program)

#### PERSON SPECIFICATION

##### ESSENTIAL MINIMUM REQUIREMENTS

**Qualifications:**

- Registered as Registered General Nurse/Midwife or Registered Midwife with the Nurses Board of South Australia and holds a current appropriate certificate of registration

**Skills:** Demonstrated:

- Ability to relate to people from a diverse range of cultural and social backgrounds
- Well developed interpersonal and communication skills including the ability to work with individuals and families for positive health outcomes and to foster productive working relationships across disciplines
- Ability to work and contribute positively in a team environment.
- Development of skills in creativity, innovation and flexibility
- Commitment to providing a quality patient centred service
- Ability to work effectively within a multidisciplinary team
- Ability to prioritise workload

**Experience:**

- Demonstrated competence in midwifery practice in accordance with ANMC competency standards and relevant professional college standards, at beginner level at the commencement of the GMP

**Knowledge of:**

- The role of the Registered Nurse/Midwife or Registered Midwife in a health care setting
- OHS&W and continuous improvement practices
- Legislation affecting nursing/midwifery practice
- Obligations relating to :
  - o Mandatory Notifications
  - o Consumer rights and responsibilities

##### DESIRABLE CHARACTERISTICS

**Qualifications:**

- Additional relevant tertiary qualifications
- Certificate appropriate to the area
- Member of the Australian College of Midwives (midwives) or the relevant Professional Nursing College (nurses)

**Skills:**

- Skills in using computers and software relevant to the area of practice

**Experience:**

- Experience with quality improvement activities
- Other experience relevant to the area of practice

**Knowledge:**

- Knowledge of the South Australian Public Health System
- Knowledge of contemporary profession nursing/midwifery issues
- Developing critical thinking