**POSITION DESCRIPTION**

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| Vision | Every Moment Matters |
| Mission | Enhancing the Health & Independence of the people of South Canterbury |
| Values | ICARE |
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|  | INTEGRITY | pono  Honest and strong moral principles |
| COLLABORATION | Mahi Tahi  Working together to make every moment matter |
| Accountability | Whaiwhakaaro  Acknowledgement and assumption of responsibility |
| Respect | Whakaute  Fostering inclusion and embracing diversity |
| Excellence | hiraka  Aim high to deliver exceptional results |

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| **Position: Clinical Midwife Coordinator** |
| **Reports to:** Midwife Manager, Maternity Ward |
| **Hours of work:** |
| **ROLE STATEMENT:**  The Clinical Midwife Coordinator – Maternity Unit, is a key member of the Maternity services team within Health NZ – South Canterbury and will work in collaboration with all other relevant hospital clinical service areas.  You will be expected to provide coordination of the multidisciplinary team to ensure optimum care in all maternity areas (birthing and ward areas). The role also encompasses professional leadership and acts as a key resource to the maternity team and empowers them to deliver contemporary high quality health care to women/pregnant persons and their associated family/whanau. There will also be an expectation to contribute to supervision and coaching of nursing and midwifery staff.  You will provide advice to and collaborate with the Nurse Coordinator/Clinical Nurse Manager Paediatrics to promote efficiency, productivity and patient/staff safety within the area of transitional care and neonatology.  You will be expected to foster excellence in quality practice standards, professional conduct and oversee the daily allocation of all Maternity Unit related functions within the ward, ensuring effective day to day coordination across shifts.  This position does not encompass primary budget responsibility, however knowledge and oversight is required, including delegation for management of staff and other clinical resources within the unit that is required for function. |

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| **KEY WORKING RELATIONSHIPS**  **INTERNALLY:**   * Interim Director of Nursing and Midwifery (Soon to be Chief Nurse and Chief Midwife as 2 separate roles) * Midwife Manager * Clinical Director of Maternity and Paediatrics * Paediatric Clinical Nurse Manager * Chief Medical Officer * Director Maori Health * Family Violence Co-ordinator * Director Allied Health * Group Director Operations * Associate Director Operations * Clinical Resource Manager * Duty Nurse Managers * Clinical Midwifery Coach * Midwifery Educator * Health & Safety * Learning Hub * Quality Department * Other clinical staff   **EXTERNALLY:**   * Families/whanau * Primary Care including but not exclusive to Lead maternity Carers, WCTO and General Practitioners * Respective Registration Authorities * Health Professionals Membership Groups * Tertiary Providers * Partners in care of patients, including NGO’s, Pharmacists and statutory authorities. * Community groups and organisations * Unions * Health service providers across South Canterbury |
| **OUR TEAM ACCOUNTABILITY**  You will have shared accountability for:   * Providing adequate and culturally appropriate guidance to enable the mama/pregnant person and whanau people to feel confident in making informed decisions about becoming parents. * Assisting all wāhine/pregnant people and whānau to have access to adequate and culturally appropriate resources that enable healthy lifestyles and optimal health during pregnancy. * Enabling māmā/pregnant person to confidently access the right care, in the right place and at the right time, for themselves and the unborn pēpi. * Supporting and discussing the use and importance of the use of rongoā traditional practices within whānau as part of acknowledging the cultural diversity within our community. * Providing appropriate pregnancy support within the secondary setting, and birthing options and postnatal care that meet the needs of māmā/birthing person and pēpi to receive care in the right place and at the right time. * Supporting parents, whanau and caregivers to meet their, and the pēpi’s needs to enable the best start to their life.   **MY ROLE RESPONSIBILITY**  The **Clinical Midwife Coordinator** coordinates the day-to-day operational flow for the Jean Todd maternity unit  Specifically, the role is responsible for:   * Leads midwifery activity in alignment with the Midwifery Standards of Practice by managing, supporting and delegating within the healthcare team, including effective planning and improvement of care, flow through our services and clinical outcomes, coordination of resources including time, equipment and staff. This includes:   + Ensure correct inputs to TrendCare according to the operational guidelines   + Allocate workload according to acuity and skill mix   + Ensure break management for the operational functioning of the unit, inclusive of all working within the environment (LMCs, core staff, HCAs and MCAs)   + Escalate unit capacity and resourcing concerns to the maternity manager or duty nurse manager (out of hours) and proactively contribute to mitigating plans.   + Support all CCDM variance response escalation plans and activity. * Adherence to the shift coordinator responsibility in the TrendCare Operational Guidelines. * Ensuring safe care is delivered by reviewing care plans, Medchart and ensuring required observations are performed in a timely manner. * Uses patient acuity data daily to manage patient care and staff skill mix * Practice and enhances the development and use of midwifery knowledge and clinical practice within the maternity service. * Maintains a high level of clinical skills and supports others to safely learn and maintain their own skills * Ensures all incidences are appropriately reported in Safety First, or appropriately escalated to through management structures. * Models a highly competent level of clinical practice and acts as a resource for midwives and staff within the South Canterbury maternity service and ensures policies and standards are consistent with evidence-based practice when these are operationalised in practice. * Works with Midwifery Educator and Clinical Coach to ensure a well supported orientation period for all new staff * Is a leader in maintaining education requirements and ‘returning the learning’ by demonstrating a high level of current knowledge. There is an expectation for ongoing formal education * Provides global liaison between Jean Todd maternity unit and wider users of the maternity system. * Positively and effectively interacting with māmā/birthing person, pēpi, whānau, and health team members. * Supporting professional and workforce development through facilitation of success and development conversations and implementation of growth and development plans. * Ensuring that all midwifery/nursing practice is safe, legal, effective and responsive to the needs of the wāhine/pregnant person, pēpi and their significant others. * Creation of an environment which encourages professional responsibility and accountability for the care provision and decision making for māmā/birthing person, whanau and pēpi. * Ensures a professional and tidy workspace at all times * Demonstrating effective management of complaints, incidents and hazards as per our organisation’s policies and procedures. * Navigating conflict and supporting change management to facilitate improved care and promote excellence in service delivery. * Understand and practice the principles of evidence based best clinical practice and continual quality improvement. * Active participation in quality planning, including support of quality, safety and care programmes, policies and practices development and implementation and evidence and data gathering for audit purposes. * Encouraging all midwifery staff to work to the Midwifery Council Scope of Practice, NZCOM Standards of Practice and Turanga Kaupapa: [www.midwife.org.nz/midwives/professional-practice/standards-of-practice/](http://www.midwife.org.nz/midwives/professional-practice/standards-of-practice/) * Holds a portfolio within the maternity service - this may include things like reviewing CTGs and presenting at CTG meetings, presenting at PMMRC, having set policies/guidelines to review, certain performance appraisals, rostering, being part of the CPD fund committee etc. |

Person specification

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| Education, Qualification or equivalent level of learning) | **ESSENTIAL**   * A New Zealand registered Midwife with a current practising certificate * Have never been the subject of any adverse finding of any professional disciplinary body; * Demonstrate clinical and cultural competence to a high standard; |
| Experience | **ESSENTIAL**   * Experienced clinician with at least 2 years of post-graduate clinical experience * Have or actively working towards leadership QLP |
| Knowledge and Skills | **ESSENTIAL**   * High level of competence in all required maternal and neonatal clinical midwifery skills relevant to secondary facility level maternity care * Skills, knowledge and ability to provide education and coaching * Ability to demonstrate clinical leadership, good time management and decision-making ability, and maintain contemporaneous evidence informed practice * Respected as a role model, and the ability to work in partnership * Evidence of strong commitment to quality improvement * Demonstrated confident collaborative approach, enhancing the capability and contribution of the team |
| Personal Qualities | **ESSENTIAL**   * Personally, and professionally mature, positive, proactive and enthusiastic attitude, and the ability to enhance learning, by working in partnership * Ability to work under own direction without oversight * Committed to own professional and personal development * Receives and processes constructive feedback related to own performance * Kind, empathic and committed to the learning needs of others * Seeks out opportunities to support others in achieving goals * Strong teamwork, collaboration and inclusive of colleagues * Is able to manage conflict constructively and deescalate situations as needed. * Recognises and respects individual differences * Develops positive working relationships * Upholds confidentiality, behaves with integrity and discretion * Makes effective decisions within appropriate timeframes and levels of responsibility * Escalates issues appropriately, and seeks assistance when needed * Demonstrates strong written and verbal communication skills * Communicates without provoking conflict * Articulate, good presentation skills |

**APPENDIX 1** | General Responsibilities of an Employee of TE WHATU ORA- HEALTH NEW ZEALAND – SOUTH CANTERBURY

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| treaty of waitangi | Te Whatu Ora- Health New Zealand – South Canterbury is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection. |
| Professional responsibilities | As an employee of Te Whatu Ora- Health New Zealand – South Canterbury you are required to:   * Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice. * Keep yourself up to date on knowledge, best practices and legislation relating to your work. * Make a personal contribution towards effective and efficient working relationships within your team and with other Te Whatu Ora- Health New Zealand – South Canterbury departments. * Ensure that you carry out your work in a way that is both customer-focused, while meeting culturally competent professional standards. * In conjunction with your manager, identify your own training needs and plan to meet these needs. * Manage your own time and prioritise your work effectively. |
| health, safety and wellbeing | * Compliance with all health and safety legislative requirements. * Compliance with the ACC Partnership Programme requirements. * Compliance with all organisation-wide health and safety policies and procedures. * Compliance with the Health and Safety Manual, any relevant hazardous substances information and the emergency plan. * Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way. * Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early. * Knowledge of identified hazards is kept up to date. * Reportable event form is completed (via Safety First) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours. * Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace. * As part of our duty of care towards our patients, it is crucial that all patient-facing staff be fully immunized. All clinical roles will be expected to provide evidence of immunity to certain illnesses and screened for TB as appropriate at the pre-employment stage. |
| raise concerns | * All employees of Te Whatu Ora- Health New Zealand – South Canterbury are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised (e.g. Safety 1st and Speaking Up for Safety). * All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time (e.g. Promoting Professional Accountability). |
| child wellbeing and protection | Te Whatu Ora is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:   * Contribute to and support the organisation’s strong commitment to a child centred approach to protect children across the region. * Act at all times in the best interest of the children and young people, putting their interests first. * Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion. |
| legislation, regulations and board policies | You are required to be familiar with and adhere to the provisions of:   * All relevant acts and regulations * All hospital and department policies * All relevant procedure manuals * The Disciplinary Policy and Code of Behaviour. |
| confidentiality | You are required to:   * Adhere to the Privacy Act 2020, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information. * Maintain strict confidentiality of patient, applicant and employee information at all times. |
| risk management | You are required to:   * Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced. * Be especially aware of those risks which have high cost or safety implications. * Complete an accident/incident report for any accident, incident or near miss which has taken place at work. * Respond to complaints according to appropriate policies. |
| security | You are required to:   * Wear your identification badge at all times when on site or when carrying out official duties. * Notify Human Resources of any changes required for your ID badge. * Report any suspicious or unusual occurrence to an orderly or telephone operator. * Complete an incident report for any incident which has or might have compromised the safety of staff, consumers and visitors. |
| smokefree | Te Whatu Ora is a Smokefree Organisation. This applies to all staff and contractors working within Te Whatu Ora buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, consumer sand others are informed of the policy. This also applies to Te Whatu Ora staff employed on Board business in the community. |

**The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. A staff member may be requested to perform job related tasks other than those specified.**

**Agreed by:**

---------------------------------------------------- (Job holder’s signature)

----------------------------------------------------- (Employer’s signature) -------------------- Date

Date Reviewed: Reviewed by: Next Review:

July 2024