*Position Description*

**Organisational Vision**:

Health New Zealand / Te Whatu Ora South Canterbury is committed *“to enhance the health and independence of the people of South Canterbury”.*

**Organisational Values:** **I CARE**

* **I**ntegrity – Speak up for others, Demonstrate compassion, Foster trust
* **C**ollaboration – Communicate effectively, Promote involvement & teamwork
* **A**ccountability – Give & receive feedback, Safe practice, Take responsibility
* **R**espect – Value each individual, Respect diversity, Protect diversity
* **E**xcellence – Positive we can make a difference, Improve services and

ourselves, Best value

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| **Position:** Coordinator Maternity Quality and Safety Programme  |
| **Department**: Quality and Safety |
| **Reports to:** Interim Associate Director Hospital and Specialist Services South Canterbury |
| **Hours:** 0.4 FTE  |
| **Profession:** Registered Midwife |

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| **Purpose of Position** |
| The role of Coordinator Maternity Quality and Safety is to support the maternity clinical quality and safety programme. To ensure meaningful liaison and communication with stakeholder groups and the wider environment, and to provide focus for quality improvements in the maternity services. They are responsible for utilising contemporary quality and risk management knowledge and practices to ensure that managers and staff have access to quality and risk management tools and techniques to assist them in decision making and the integration of quality improvement and risk management into service delivery.  |

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| **RESPONSIBILITIES** | EXPECTED OUTCOMES |
| 1. **Supporting role in promoting quality improvement and safety in Maternity Services.**
 | Coordinates the preparation of the agenda and participates in the Maternity Governance Group meetings and facilitates quality and safety activities as recommended by the group.Reviews and completes a stock take of current quality improvement activity within maternity services, including external reporting requirements.Overseas the maternity clinical audit schedule, including auditing compliance against NZ Maternity Standards and recommends corrective actions consistent with identified issues.  Engages in regional maternity service improvement initiatives.Ensures recommendations from national bodies are tabled and discussed at the Maternity Governance Group as applicable.Provides Robson Group Classification reports as a standing Maternity Governance Group agenda item.Sources Health New Zealand / Te Whatu Ora district Robson Group Classification data to enable the Maternity Governance Group to benchmark South Canterbury with comparative secondary facility outcome data. Ensures consumer feedback is captured, and that there are reliable processes for ensuring consumer input into the service improvement. Supports implementation of recommendations from the Health New Zealand / Te Whatu Ora South Canterbury Maternity Annual Report. |
| 1. **Takes a facilitative role in the development and review of guidelines and policies that support evidence based clinical practice in maternity care.**
 | Assists staff with the writing of guidelines.Where appropriate develops guidelines using robust consultation processes and clinical evidence.Facilitates implementation of new practice guidelines by means of information, distribution and audits.Ensures agreed national guidence is incorpoarated into local policies and procedures. |
| 1. **Supports the process for providing accurate and timely maternity clinical data, including the Maternity Annual Report.**
 | Develops systems for capturing and communicating results of quality and safety activities across community based and hospital maternity practitioners.With the Midwife Manager, interim Director of Nursing and Midwifery, and the interim Operational Lead for patient nursing and midwifery ensures an Annual Maternity Report is produced which includes both hospital and community based activities and results/outcomes.Considers and implements communication strategies for the dissemination of information across the district to maternity practitioners.Co-ordinates and develops use of data with maternity practitioners to ensure data is meaningful to them.Produces and communicates monthly clinical indicator dashboards.Uses best evidence to gain agreement on setting upper and lower ranges or targets for clinical indicators. |
| 1. **Consumer engagement.**
 | Develops community / maternity consumer liaison activities, including consultation with consumers.Ensures the public are informed of services provided by community-based practitioners and hospital-based services.With the Communications Manager, develops a system for helping women access community based LMC services.Reviews the maternity survey format and other consumer feedback mechanisms.Provides information about consumer engagement in the service to inform Te Tāhū Hauora / Health Quality & Safety Commission’s Quality Safety Marker. |
| 1. **General**
 | Other duties as negotiated with your Manager.Builds and maintains productive working relationships with staff in all areas of the hospital. |
| **Quality Improvement**You will:* demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice
* actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area.
 | Maternity quality improvement projects are supported and incorporated into practice.The principle of ‘lean’ is evident in work practises. |

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| **Health & Safety**You will:* understand and apply the principles of Health & Safety and Risk Management to enable staff to recognise and respond pro-actively to potential risk within the unit
* work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated.
 | Risks are identified, reported and responded to appropriately within the department, (as per district process). |
| **Performance**You will:* demonstrate active preparation and participation in own performance appraisal
* participate in performance appraisals and peer reviews of personnel as requested within a specified timeframe
* act on recommendations arising from performance management, enlisting support of appropriate personnel where appropriate.
 | Actively engages in performance appraisal and agreed goals/recommendations  |

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| **Personal and Professional Development**You will:* achieve and maintain contemporary practice by assuming responsibility for your own professional development while maintaining relevant knowledge and skills for your area of practice
* attend and/or contribute to in-service education programmes
* in conjunction with your manager at your annual performance appraisal undertake a regular review of objectives and identification of training and development needs
* seek support from colleagues to continue developing own practice
* present your Annual Practising Certificate in a timely manner
* quickly respond to requests, ideas and suggestions in a non-defensive way, taking appropriate action that facilitates cooperation and trust
* maintain a high level of personal motivation for work despite problems, changes, or daily work demands.
 | Contemporary practice maintained.Annual Practicing certificate current at all times. |
| **Legislation and Organisational Knowledge**You will:* ensure compliance with New Zealand statutory laws
* comply with organisation wide and service specific rules, code of conduct, policies, protocols and procedures including documentation.

understand and demonstrate the ability to apply the following legislation:* Privacy Act
* Health and Disability Commissioners Act
* Health & Safety in Employment Act
* Health Practitioners Competency Assurance Act
* Ministry of Health Regulations
* Nursing Council of New Zealand
* Midwifery Council of New Zealand

Understand and demonstrate the ability to apply the:* Treaty of Waitangi Principles
* Ngā Paerewa Health and Disability Sector Standards.
 | Legislative compliance |

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| **PERSON SPECIFICATIONS** |
| Registered Nurse/ Midwife holding a current Midwifery Council or Nursing Council of New Zealand approved practicing certificate will have:* Extensive nursing/midwifery experience
* A strong commitment and genuine interest in quality and service with a strong customer focus
* Focus and be achievement orientated
* Ability to communicate effectively with all levels of staff and develop relevant networks
* Excellent data analysis and report writing skills
* Be competent with Microsoft software applications especially excel, power point
* Skills in conflict resolution, problem solving and group facilitation
* Skills in the use of continuous quality improvement tools and project management
* Flexibility, innovation and creativity which can be applied to the health care setting
* Energy, drive and enthusiasm whilst being tolerant and persistent
* Ability to perform effectively under pressure, prioritise workloads and meet deadlines
* Ability to work independently as well as part of a team with a commitment to cooperative team relations
* Ability to contribute to the achievement of best practice by facilitating and applying relevant research
* Knowledge of the relevant legislation and standards that govern health care practice, and specific practice within the area of responsibility.
* Knowledge of contemporary health care issues and the New Zealand health care system including the Treaty of Waitangi and its application in health.
* A good working knowledge of computer systems, with word-processing and keyboard skills.

**Desirable**Have or be working towards a post graduate nursing qualification or a relevant tertiary level quality or risk management qualification* + Have a working knowledge of Ngā Paerewa Health and Disability Sector Standards.
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**The intent of this position description is to provide a representative summary of the major duties and responsibilities.**

**Agreed by:**

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

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

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