

<b>Position Title:</b>	Midwifery Clinical Teacher
<b>Classification</b>	Grade 4A
<b>Award:</b>	Nurses-Victorian Health Services-Award 2000
<b>Department:</b>	Staff Development Unit
<b>Reports to:</b>	Staff Development Coordinator
<b>Hours:</b>	0.4 eft

## **1. ORGANISATIONAL INFORMATION**

### **1.1 Mission Statement**

We are committed to achieving the best health for all the Wimmera.

### **1.2 Vision Statement**

To be the best provider of rural health services in Australia.

### **1.3 Our Values**

- We are responsive to the health needs of the community.
- We believe that our customers are entitled to quality health care that respects their dignity, beliefs and rights regardless of their cultural, spiritual or socio-economic background.
- We recognise our customers' total needs in order for them to achieve optimal health and wellbeing.
- We are committed to continuous quality improvement.
- We deliver quality health services that are value for money.
- We care for the wellbeing and encourage the ongoing development of our staff whom we recognise as our most valuable resource.

## **2. PURPOSE OF POSITION**

The primary purpose of this position is to facilitate and deliver a program to support the WHCG staff, and students on placement, enrolled in Midwifery studies. In addition the position supports and orientates new staff to Yandilla Ward, and assists in the clinical development of existing staff.

## **3. KEY SELECTION CRITERIA**

### **3.1 Essential**

- Registered Division I Nurse and Midwife with current Nurses Board of Victoria registration
- Demonstrated recent clinical competence and clinical teaching skills in midwifery nursing.
- Demonstrated effective interpersonal and communication skills with all levels of staff.
- Demonstrated experience in the development, implementation and evaluation of clinical teaching programs
- Demonstrated commitment to customer service and quality improvement processes
- Computer literacy

### **3.2 Desirable**

- Relevant post-graduate qualification in education
- Experience in similar role

**4. PERFORMANCE MANAGEMENT**

**4.1 Pre-employment Check**

In accordance with current legislation the Employee must be willing to undertake a police check, with ongoing employment dependant on a satisfactory check.

**4.2 Review**

A performance review will occur after commencement of this position and annually. It will be based on the duties and responsibilities outlined in this position description.

**4.3 Equal Employment Opportunity**

WHCG is committed to equality of employment opportunity. The Employee will agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The WHCG will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

**4.4 Confidentiality**

Any private and health information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. The Employee is bound by the Information Privacy Act 2000 and the Health Records Act 2000 and shall be required to sign a statement on commencement of employment agreeing to comply with WHCG Privacy Policies.

**5. KEY RESPONSIBILITIES / PERFORMANCE INDICATORS**

Performance Objectives	Performance Indicators
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Coordinate midwifery student recruitment and selection, and clinical placement requests</li> <li>• Plan, deliver and evaluate a supportive educational program that meets the needs of midwifery students.</li> <li>• Plan, deliver and evaluate educational programs that meet the needs of all nursing staff in Yandilla Ward.</li> <li>• Provide education programs that support the goals of the Staff Development Unit where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment process for midwifery programs is conducted efficiently, and according to WHCG Policy</li> <li>• Revise, and update as required, selection criteria and interview questions annually.</li> <li>• 100% of students successfully complete midwifery studies/placement goals.</li> <li>• Student evaluations demonstrate supportive environment provided</li> <li>• Flexible and innovative training options are used to ensure staff competence</li> <li>• professional development needs are met</li> <li>• Participates where necessary in the delivery of direct and indirect patient care</li> <li>• All members of the Staff Development team work collaboratively to ensure professional development needs of nurses, and other Health Professionals, are met</li> </ul>

<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• Recognises the need for ongoing commitment to personal and professional development</li> <li>• Keeps informed about current clinical practice and research in midwifery nursing</li> <li>• Develops changes to nursing practice in response to current nursing research /trends and patient need</li> <li>• Maintains a level of competency required for the position</li> <li>• Promotes a motivational climate that encourages staff growth, development and morale</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of ongoing education</li> <li>• Attends all mandatory training sessions as deemed necessary for the position.</li> <li>• Completes mandatory competencies and annual performance development review</li> <li>• Assists with work experience program within unit</li> <li>• Participates in the development of policies and procedures as they relate to midwifery nursing care</li> </ul>
<p><b>Occupational Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensures compliance with Workcover regulations and other occupational health and safety legislation / initiatives</li> <li>• Maintains current knowledge of WHCG emergency procedures</li> <li>• Ensures a safe environment for patients, visitors, staff and others.</li> <li>• Ensures equipment is utilised in a proper and safe manner</li> </ul>	<ul style="list-style-type: none"> <li>• Recognises the need for self care and acts to promote same</li> <li>• Complies with Occupational Health and Safety Act 2006</li> <li>• Attends annual fire and evacuation training.</li> <li>• Co-ordinates orientation for new staff and students</li> <li>• Responds to the action required in the event of an internal or external emergency situation</li> <li>• Reports any incidents / matters which affect the health and safety of the work environment</li> <li>• Takes corrective action when faulty equipment reported</li> </ul>
<p><b>Organisational Improvement</b></p> <ul style="list-style-type: none"> <li>• Embraces the WHCG's Mission, Vision and Value statements to direct work practices</li> <li>• Embraces the Mission, Vision and Value statements of the Staff Development Unit which contributes to achieving the WHCG Strategic Plan</li> <li>• Promotes a quality culture within the organisation highlighting the values of customer service</li> <li>• Acts to positively promote WHCG both internally and externally</li> <li>• Delivers prompt and courteous culturally appropriate services</li> <li>• Monitors and evaluates programs provided for students and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in annual development of Staff Development Unit, and Yandilla quality plans</li> <li>• Identifies achievements and outcomes annually for reporting in department business plan</li> <li>• Seeks feedback from clients of service and follows up all related complaints</li> <li>• Actively contributes to the EQUiP accreditation program</li> <li>• Treats patients/clients, families/carers and colleagues with respect and dignity at all times</li> <li>• Evaluates experiences of midwifery students upon completion of program or placement</li> <li>• Benchmarks programs and successful completion rates against similar health services</li> </ul>

<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Complies with the WHCG risk management policy</li> <li>• Participates with the implementation of strategies to reduce risks / potential risk in the work setting</li> <li>• Functions in accordance with all State and Commonwealth legislation affecting Yandilla and the provision of acute care services.</li> <li>• Provides assistance with performance management of students and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Reports any identified or potential risks</li> <li>• Keeps self and staff informed about WHCG policies and procedures</li> <li>• Complies with all relevant legislation, professional codes of conduct and ethics</li> <li>• Rectifies unsafe nursing practice or unprofessional conduct</li> <li>• Participates in critical incident reviews including sentinel events.</li> <li>• Together with stakeholders identifies and implements plans to address performance related issues for students and staff</li> </ul>
<p><b>Information Management</b></p> <ul style="list-style-type: none"> <li>• Liaises and communicates with all departments and employees</li> <li>• Maintains appropriate communication channels</li> <li>• Completes documentation as required by the position</li> <li>• Utilises effective written and verbal communication methods</li> </ul>	<ul style="list-style-type: none"> <li>• Attends scheduled committee and other meetings as required</li> <li>• Provides verbal/written reports to committee meetings and as identified</li> <li>• Contributes to regular staff meetings and communicates with staff on relevant issues</li> <li>• Maintains staff records</li> </ul>

**6. VERIFICATION**

<p><b>INCUMBENT STATEMENT</b></p> <p>I _____ (Incumbent Name) have read, understood and agree to comply with the above Position Description.</p> <p>Signed: _____ (Incumbent)</p> <p>Signed: _____ (Manager)</p> <p>Date: ____ / ____ / ____</p> <p>(Original to be placed in personal file; photocopy to incumbent)</p>
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**7. REVIEW OF POSITION DESCRIPTION**

This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

Date Issued: December 2006

Last Date Reviewed: March 2010