

POSITION DESCRIPTION

Position Title:	REGISTERED MIDWIFE Division I TEAM MIDWIFERY - YANDILLA
Position Number:	
Classification	Grade 2
Award:	Nurses-Victorian Health Services-Award 2000
Department:	Yandilla
Reports to:	Nurse Unit Manager
Hours:	As Rostered

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 the Division I nurse is to provide clinical and resource management to the Yandilla Unit and to provide clinical management and supervision to patients admitted to Yandilla.

Yandilla comprises inpatient and outpatient services; the inpatient service includes a 24 bed ward which provides midwifery, neonatal, paediatric and adult surgery and medical care.

3. KEY SELECTION CRITERIA

3.1 Essential

- Current National Division I registered nurse / registered midwife
- Sound level of midwifery skills
- Highly developed oral and written communication skills
- Demonstrable organisational ability
- Strong interpersonal skills
- Adaptable and ability to think laterally

3.2 Desirable

- Well developed clinical and analytical skills relevant to the area of practice
- Understanding quality management

4. PERFORMANCE MANAGEMENT

4.1 Pre-employment Check

In accordance with current legislation the Employee must be willing to undertake a police check, and Working with Children 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
Service Delivery <ul style="list-style-type: none">• Participates in the delivery of women centred care in line with scope of practice.• Participates in the assessment of patient needs and planning and implementation of individualised care.• Undertakes delegated patient assignment• Liaises with other healthcare professional.• Promotes evidence based practice that has a problem solving approach and is competency based• Acts as an advocate to assist the woman and her family in making informed decisions• Ensures efficient use of resources including equipment, consumables and inventory.	<ul style="list-style-type: none">• Participates in the delivery of patient care• Operates within scope of practice in accordance with the Nurses Registration Board and consistent with WHCG Nursing Policy and Guidelines and Clinical Guidelines• Documentation of care, evidence of assessment and implementation of individualised care plans.• Operates within budgeting constraints• Appropriate referral / consultation is made to other healthcare professionals and care providers• Demonstrates evidence of consultation with patients and family when planning initial and ongoing care

<p>Training and Development</p> <ul style="list-style-type: none"> • Recognises the need for ongoing commitment to personal and professional development • Keeps informed about current clinical practice and research in health care • Maintains a level of competency required for the position • Annual performance review is completed (minimal standard) 	<ul style="list-style-type: none"> • Demonstrates evidence of ongoing education • Attends all mandatory training sessions as deemed necessary for the position. • Complete mandatory competencies, plus competencies relevant to area of practice. • Annual performance review is completed
<p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • Ensures compliance with Workcover regulations and other occupational health and safety legislation / initiatives • Maintains current knowledge of WHCG emergency procedures • Ensures a safe environment for patients, visitors, staff and others. • Ensures equipment is utilised in a proper and safe manner 	<ul style="list-style-type: none"> • Recognises the need for self care and acts to promote same • Attends annual fire and evacuation training. • Responds to the action required in the event of an internal or external emergency situation • Reports any incidents / matters which affect the health and safety of the work environment
<p>Organisational Improvement</p> <ul style="list-style-type: none"> • Embraces the WHCG's Mission, Vision and Value statements to direct work practices • Contributes to achieving the WHCG Strategic Plan • Promotes a quality culture within the organisation highlighting the values of customer service • Acts to positively promote WHCG both internally and externally • Delivers prompt and courteous culturally appropriate services • 	<ul style="list-style-type: none"> • Participates in annual development of a quality plan • Identifies achievements and outcomes annually for reporting in department business plan • Seeks feedback from clients of service and follows up all related complaints • Actively contributes to the accreditation program • Treats patients/clients, families/carers and colleagues with respect and dignity at all times
<p>Risk Management</p> <ul style="list-style-type: none"> • Complies with the WHCG risk management policy • Participates with the implementation of strategies to reduce risks / potential risk in the work setting 	<ul style="list-style-type: none"> • Reports any identified or potential risks • Keeps informed about WHCG policies and procedures • Complies with all relevant legislation • Participates in critical incident reviews including sentinel events.

<p>Information Management</p> <ul style="list-style-type: none"> • Liaises and communicates with all departments and employees • Maintains appropriate communication channels • Completes documentation • Utilises effective written and verbal communication methods 	<ul style="list-style-type: none"> • Attends scheduled committee and other meetings as required. • Provides verbal/written reports to committee meetings and as identified • Maintains professional portfolio
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6. VERIFICATION

<p>INCUMBENT STATEMENT</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: Dec 2009