

Position Description

Employment Agreement:	DHB's/MERAS Multi-Employer Collective Agreement
Position Title:	Registered Midwife
Location:	Queenstown
Reports to:	Operations Manager
DHB Delegation Level:	N/A
Number of direct reports:	N/A
Date:	July 2020

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
Registered Midwives use midwifery knowledge and judgment to assess the needs, provide care and educate women and their whanau through pregnancy, labour and birth and the postnatal period in line with Southern District Health Board's standards and philosophy.
Registered Midwives must meet the expected competencies of the Midwifery Council of New Zealand for Registered Midwives including the recertification programme for competency based practising certificates.
They practise independently and in collaboration with other health professionals, perform general midwifery care. They provide comprehensive assessments to develop, implement and evaluate an integrated care plan, and provide interventions that require substantial scientific and professional knowledge, skills and clinical decision making. They do this in a range of settings in partnership with women, families, whanau and communities.
Midwives must practice within the Midwifery Council of New Zealand's scope of practice of a midwife.
They may also use this expertise to manage, teach, evaluate and research midwifery practice.
Registered midwives are accountable for ensuring that all the health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Priority Setting	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
Interpersonal Savvy	Relates well to all kinds of people - up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> Chief Nursing and Midwifery Officer 	<ul style="list-style-type: none"> Women, Families and Whanau
<ul style="list-style-type: none"> Lakes District Hospital Operations Manager 	<ul style="list-style-type: none"> Midwifery Council
<ul style="list-style-type: none"> Lakes District Midwifery Coordinator 	<ul style="list-style-type: none"> Unions

• Midwifery / Nursing Staff	• Other District Health Boards
• Medical Staff	• HWNZ
• Allied Health Staff	• NZCOM and other relevant professional colleges of midwifery
• Administration Staff	• Community Members
• Southern DHB wide staff	• Educational Institutions
• Duty Manager(s)	• PHO
	• GP's
	• Maternity access agreement holders

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Registration as a Registered Midwife with the New Zealand College of Midwives • Hold a current Midwifery Annual Practising Certificate. 	<ul style="list-style-type: none"> • Competent Professional Development and Recognition Programme (PDRP) profile/portfolio or equivalent.
Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience in an equivalent clinical setting to which you are being employed into.
Knowledge and Skills	<ul style="list-style-type: none"> • Advanced communication techniques such as conflict resolution, diffusion and mediation skills. • Demonstrate professional accountability within scope of practice. 	
Personal Qualities	<ul style="list-style-type: none"> • Cultural awareness and understanding of the Treaty of Waitangi • Knowledge of maternity care delivery systems and supporting service specifications. • An ability to work from both an autonomous and team perspective • A commitment to the delivery of quality health services • Strong interpersonal ability • Problem solving and conflict management skills • Organisational ability • Application of quality improvement programmes in clinical practice environments • Have ability to 'work smarter' by being innovative and proactive. • Accept responsibility for actions. • Be prepared to undertake other duties as reasonably requested by Midwifery Coordinator 	

The Standards set out below are the standards of the New Zealand College of Midwives and are the professional standards for midwives practising in New Zealand and those against which all midwives evaluate their practice.

Midwifery Standard	Performance Criteria (as per NZ College of Midwives)
1. The Midwife works in partnership with the woman	<ul style="list-style-type: none"> • Recognises individual and shared responsibilities • Facilitates open interactive communication & negotiates choices and decisions • Shares relevant information within the partnership • Identifies her midwifery philosophy and Code of Practice, and freely shares this information with the woman • Acknowledges and respects different ways of knowing • Is culturally safe • Recognises contribution of both partners • Recognises that continuity of care enhances partnership
2. The Midwife upholds each woman's right to free and informed choice and consent throughout the childbirth experience	<ul style="list-style-type: none"> • Shares relevant information, including birth options, and is satisfied that the woman understands the implications of her choices • Facilitates the decision-making process without coercion • Negotiates her role as care-giver and clearly identifies mutual responsibilities • Develops a plan for midwifery care together with the woman • Respects the decisions made by the woman, even when these decisions are contrary to her own belief • Respects the woman's right to decline treatments or procedures • Clearly states when her professional judgement is in conflict with the decision or plans of the woman • Discusses with the woman, and colleagues as necessary, in an effort to find mutually satisfying solutions • Attends when requested by the woman in situations where no other health professional is available • Documents decisions and her midwifery action
3. The Midwife collates and documents comprehensive assessments of the woman and/or baby's health and wellbeing	<ul style="list-style-type: none"> • Collects and compiles information from the first visit for antenatal care or at first formal contact with the woman • Collects information using all sources in consultation with the woman • Collects information which includes; <ul style="list-style-type: none"> • Personal and family/whanau details • Physical, psychological, emotional, cultural and spiritual dimensions • Physical, social and cultural environment. • Acknowledges the individual nature of each woman's pregnancy in her assessments and documentation • Documents her assessments and uses them as the basis for on-going Midwifery practice.
4. The Midwife maintains purposeful, on-going, updated records and makes them available to the woman and other relevant persons.	<ul style="list-style-type: none"> • Reviews and updates records at each professional contact with the woman • Ensures information is legible, signed and dated at each entry • Makes records accessible and available at all times to the woman and other relevant and appropriate persons with the woman's knowledge and consent • Ensures confidentiality of information and stores records in line with current legislation
5. Midwifery care is planned with the woman	<ul style="list-style-type: none"> • Provides information from her knowledge and experience • Provides access to a variety of other information sources • Supports the woman in seeking out information • Facilitates the decision-making process • Ensures the care-plan is woman-centred • Demonstrates in the midwifery care plan an analysis of the information gained from the woman

Midwifery Standard	Performance Criteria (as per NZ College of Midwives)
	<ul style="list-style-type: none"> • Sets out specific midwifery decisions and actions in an effort to meet the woman's goals and expectations • Considers the safety of the woman and baby in all planning and prescribing of care • Involves and respects the woman's significant others in care as desired by the woman • Facilitates opportunity for the woman to experience continuity of care
<p>6. Midwifery actions are prioritised and implemented appropriately with no midwifery action or omission placing the woman at risk</p>	<ul style="list-style-type: none"> • Plans midwifery actions on the basis of current and reliable knowledge and in accordance with Acts, Regulations and relevant policies • Ensure assessment is on-going and modifies the midwifery plan accordingly • Ensures potentially life threatening situations take priority • Demonstrates competency to act effectively in any maternity emergency situation • Identifies deviations from the normal and after discussion with the woman consults and refers as appropriate • Works collaboratively with other health professionals and community groups as necessary • Has the responsibility to refer to the appropriate health professional when she has reached the limit of her expertise • Can continue providing midwifery care in situations where medical skills are required if this is appropriate • Demonstrates awareness of her own health status and seeks support to ensure optimum care for the woman is maintained • Has easy access to appropriate emergency equipment • Acknowledges every interaction with the woman as a teaching/learning opportunity
<p>7. The Midwife is accountable to the woman, to herself, to the midwifery profession and to the wider community for her practice.</p>	<ul style="list-style-type: none"> • Recognises that she is an autonomous practitioner, regardless of setting, and is accountable for her practice • Clearly documents her decisions and professional actions • Records her practice outcomes and makes them freely available • Ensures relevant information is available to the woman • Ensures women are aware of avenues for complaints and mechanisms for review • Ensures her practice is based on relevant and recent research • In situations where another dimension of care is needed, ensures negotiation takes place with other care providers to clarify who has the responsibility for the care • Documents any misjudgment of practice and initiates restorative actions • Recognises own learning needs and finds opportunities to have these met • Reflects on practice • Seeks to maintain and improve the policies and quality of service in the Organisation or agencies in which she works • Identifies processes for ensuring midwife back-up, access and support to other colleagues as necessary • Is a member of the New Zealand College of Midwives
<p>8. The Midwife evaluates her practice</p>	<ul style="list-style-type: none"> • Continuously involves the woman in the evaluation of her practice • Utilises results of evaluation in her practice • Collaborates to develop peer appraisal and quality assurance programmes • Participates regularly in the New Zealand College of Midwives' Midwifery Standards Review Process

Midwifery Standard	Performance Criteria (as per NZ College of Midwives)
9. The Midwife negotiates the completion of the midwifery partnership with the woman	<ul style="list-style-type: none"> Assesses the woman's readiness for discharge from midwifery care Organises ongoing care from other health professionals and community agencies where necessary Ensures the woman has had an opportunity to reflect on and discuss her childbirth experience Informs the woman and her family/whanau of available community support networks Discusses with the woman the ongoing support needs of both mother and baby
10. The midwife develops and shares midwifery knowledge and initiates and promotes research	<ul style="list-style-type: none"> Participates in on-going midwifery education and professional development Gives special recognition to student midwives and shares her expertise in a supportive manner Ensures midwifery research is based on activities that protect the rights of women Ensures that midwifery research incorporates the ethics outlined in the New Zealand College of Midwives and the International Confederation of Midwives Codes of Ethics Identifies with women, areas for research Conducts and/or collaborates in research Shares research findings and incorporates these into midwifery practice
Key Accountabilities	Expected Outcomes
Be an advocate for women	<ul style="list-style-type: none"> Women and families feel safe and supported to make relevant decisions about their care. Women are involved in the decision making process. Client/caregiver rights are reflected in care given. Appropriate requests for special needs are met.
Ensure the provision of a safe, clean environment for patients, staff and visitors.	<ul style="list-style-type: none"> Demonstrate responsible use of and maintenance of consumables and equipment. <i>Appropriately report incidents and problems to the Clinical Midwife Leader</i>
Actively uphold Southern District Health Board's philosophy, policies and procedures	<ul style="list-style-type: none"> Be familiar with and be able to practice within the applicable documents related to maternity care. Ensure all policies, procedures and standards of practice of Southern District Health Board, relevant Acts, Regulations, Employment Contracts and statutory obligations are adhered to, within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua. Possess Southern District Health Board Intravenous, CPR, Epidural and Emergency Certificates or undertake to attain them immediately following appointment and update annually.
Ensure a high standard of Midwifery care and ensure the provision of a safe, clean working environment.	<ul style="list-style-type: none"> <i>Ensure maintenance and responsible use of consumables and equipment.</i> <i>Ensure appropriate reporting of incidents and problems to the Clinical Midwife Leader and other team members.</i>
Perform such other duties as may be reasonably required	<ul style="list-style-type: none"> <i>Carry out duties as directed in an efficient and productive manner.</i>
Be subject to the overall direction of Southern District Health Board	<ul style="list-style-type: none"> <i>Comply with Southern District Health Board policies and directives.</i>

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<p>Professional Responsibility</p>	
<p>To provide consistency and quality midwifery care in accordance with the individual needs of women/family whanau, within ethical guidelines, hospital policies and scope of practice and other practitioner’s instructions..</p>	
<p>Accepts responsibility for ensuring that midwifery practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.</p> <p>Demonstrates the ability to apply the principles of the Treaty of Waitangi Te Tiriti o Waitangi to midwifery practice.</p> <p>Promotes an environment that enables health consumer safety, independence, quality of life, and health.</p> <p>Practises midwifery in a manner that the woman and whanau determines as being culturally safe.</p> <p>Reads and adheres to DHB vision, values, policies and procedures.</p> <p>Represents the organisation and the midwifery profession in a committed manner, projecting a professional image of midwifery.</p>	<ul style="list-style-type: none"> • Accept personal responsibility and accountability for professional practice. • Demonstrate effective communications with all staff, patients and other health professionals. • Actively participate in quality assurance activities. • Be aware of appropriate legislation and work within guidelines laid down ie; Poisons Act, Mental Health Act, Occupational Health and Safety Legislation etc. • Supervise and assist new midwifery staff and students. • Demonstrate and utilise knowledge and provide the following concepts in nursing practice: <ul style="list-style-type: none"> - individualised care - discharge planning - effective documentation - current midwifery theory and practice • Be familiar with all emergency procedures and equipment and their use within the hospital. • Maintain professional skills and knowledge via education, conferences, courses and research based practice. • Participate in education programmes that are relevant, which assist learning and ability and maintain professional skills and knowledge. • Undertake health education activities, which encourage self-care, independence and a healthy lifestyle. • Demonstrate individual responsibility and maintain accountability for midwifery practice including peer review and regular clinical audit. • Accesses, maintains and uses emergency equipment and supplies. • Maintains infection control principles. • Recognises and manages risks to provide care that best meets the needs and interests of health consumers and the public. • Applies the principles of cultural safety in own midwifery practice. • Reflects on his/her own practice and values that impact on midwifery care in relation to the health consumer’s age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability. • Avoids imposing prejudice on others and provides advocacy when prejudice is apparent.
<p>Interpersonal Relationships</p>	
<p>To demonstrate effective interpersonal and therapeutic communication with women, other midwifery staff and inter-professional communication and documentation.</p>	
<p>Establishes, maintains and concludes therapeutic interpersonal relationships with health consumers.</p>	<ul style="list-style-type: none"> • Liaise between, Midwifery, Nursing, Medical and other health professionals for ultimate care of the client.

<p>Practises midwifery in a negotiated partnership with the woman and family/whanau where and when possible.</p> <p>Communicates effectively with the woman and family/whanau and members of the health care team.</p> <p>Maintains privacy and confidentiality in accordance with HIP Code, DHB policies and procedures etc.</p> <p>Behaves respectfully and with tolerance towards patients, colleagues and members of the wider healthcare team.</p>	<ul style="list-style-type: none"> ● Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital. ● Initiates, maintains and concludes therapeutic interpersonal interactions with health consumers. ● Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for midwifery care for women with mental health needs. ● Acknowledges family/whanau perspectives and supports their participation in services. ● Uses a variety of effective communication techniques. ● Employs appropriate language to context. ● Provides adequate time for discussion. ● Accesses an interpreter when appropriate.
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Inter-professional healthcare and quality improvement
 To participate in inter-professional health care and quality improvement, evaluate the effectiveness of care and promote a nursing perspective within the inter-professional activities of the team.

<p>Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care.</p> <p>Recognises and values the roles and skills of all members of the health care team in the delivery of care.</p> <p>Participates in quality improvement activities to monitor and improve standards of midwifery.</p> <p>Initiates referrals to other members of the health care team in a timely manner.</p> <p>When required, assists in formulating and reviewing procedures and guidelines.</p>	<ul style="list-style-type: none"> ● Promotes a midwifery perspective and contribution within the inter-professional activities of the health care team. ● Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area. ● Collaborates with the woman and other health team members to develop plan of care. ● Maintains and documents information necessary for continuity of care and recovery. ● Develops a discharge plan and follow up care in consultation with the woman and other members of the health care team. ● Makes appropriate formal referrals to other health care team members and other health related sectors for women or baby who require consultation. ● Contributes to the co-ordination of care to maximise health outcomes for the woman and baby. ● Collaborates, consults with and provides accurate information to the woman and other health professionals about the prescribed interventions or treatments. ● Demonstrates a comprehensive knowledge of community services and resources and actively supports service users to use them. ● Reviews policies, processes, procedures based on relevant research. ● Recognises and identifies researchable practice issues and refers them to appropriate people. ● Distributes research findings that indicate changes to practice to colleagues.
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Quality and Risk	
<p>Adherence to Southern DHB Performance Excellence and Quality Improvement Strategy.</p> <p>Works collaboratively with Occupational Health, Quality and Risk and Infection Control to maintain organisational standards.</p> <p>Reviews and implements systems to ensure that processes to establish monitor and review the service specific standards of practice and indicators of clinical practice for nursing are established and maintained.</p> <p>Demonstrates an understanding of risk, identifying emerging risks and ensuring risk mitigation action plans are developed and followed through.</p> <p>Demonstrates a sound understanding of the Southern District Health Board quality management framework, contributing to and leading quality initiatives.</p>	<ul style="list-style-type: none"> • Demonstrates competence in emergency procedures, e.g. fire, and CPR. • Completes Fire, CPR training and updates regularly as required by DHB's policies and procedures. Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents. • Evidence of assisting in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment. • Maintains standards for safety, hygiene and medico-legal requirements.
Self-Management	
<p>Develops logical and complete plans to resolve issues.</p> <p>Manages own time adopting a disciplined approach to establishing and following priorities of work.</p> <p>Exhibits self-confidence.</p> <p>Engages in appraisal.</p>	<ul style="list-style-type: none"> • Relationships are developed and maintained with own peer group for robust peer review and support.
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.

Treaty of Waitangi	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> • <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date