

## Position Description

Employment Agreement:	DHB's/NZNO Nursing and Midwifery Multi-Employer Collective Agreement
Position Title:	<b>Registered Midwife (Caseloading)</b>
Location:	Multiple; Queenstown, Alexandra, Wanaka
Reports to:	Midwife Manager
DHB Delegation Level:	N/A
Number of direct reports:	N/A
Date:	July 2022

### 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

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

The purpose of this role is to provide care to pregnant people across the midwifery scope of antenatal, intrapartum, and postnatal care within a Primary setting.

As a Registered Midwife you will use your midwifery knowledge and judgment to assess health needs, provide care and to advise and support people to manage their health.

You will be confident in practising independently, as well as collaboratively with other health professionals, performing midwifery functions. You will provide comprehensive assessments to develop, implement and evaluate an integrated plan of health care, and provide interventions that require substantial scientific and professional knowledge, skills and clinical decision making.

As a Registered Midwife you are accountable for ensuring that all the health services you provide are consistent with your 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

<b>Woman Centred</b>	Is dedicated to meeting the expectations and requirements of women/whanau; acts with women/whanau in mind; establishes and maintains effective relationships with consumers and gains their trust and respect
<b>Integrity and Trust</b>	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 herself/himself for personal gain.
<b>Drive For Results</b>	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

<b>Priority Setting</b>	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.
<b>Managing and Measuring Work</b>	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
<b>Interpersonal Savvy</b>	Relates well to all kinds of people - up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably; appreciates the skill and value of a multi-disciplinary team.

## KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"><li>Chief Nursing and Midwifery Officer</li></ul>	<ul style="list-style-type: none"><li>Women and their whanau</li></ul>
<ul style="list-style-type: none"><li>Director of Midwifery</li></ul>	<ul style="list-style-type: none"><li>Midwifery Council</li></ul>
<ul style="list-style-type: none"><li>Service Manager</li></ul>	<ul style="list-style-type: none"><li>Unions</li></ul>
<ul style="list-style-type: none"><li>Associate Charge Midwives</li></ul>	<ul style="list-style-type: none"><li>Te Whatu Ora regional areas</li></ul>
<ul style="list-style-type: none"><li>Clinical Midwife Co-ordinators</li></ul>	<ul style="list-style-type: none"><li>HWNZ</li></ul>
<ul style="list-style-type: none"><li>Core Midwifery Staff</li></ul>	<ul style="list-style-type: none"><li>NZCOM</li></ul>
<ul style="list-style-type: none"><li>Medical Staff</li></ul>	<ul style="list-style-type: none"><li>Community Members</li></ul>
<ul style="list-style-type: none"><li>Allied Health Staff</li></ul>	<ul style="list-style-type: none"><li>Educational Institutions</li></ul>
<ul style="list-style-type: none"><li>Administration Staff</li></ul>	<ul style="list-style-type: none"><li>GP's</li></ul>

• Southern DHB wide staff	
• Duty Manager(s)	

## PERSON SPECIFICATION

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

Caseloading Midwives provide lead maternity care to women booked under Te Whatu Ora - Southern. In this role the midwife must be confident to manage the wellbeing of women assigned to their care, in collaboration with other health professionals e.g. General Practice, mental health, whanau services, WellChild, and peer support breastfeeding services. The Caseloading Midwife will be competent in working autonomously, whilst appreciating and drawing on the support of a wider wrap around team.

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Registration as a Registered Midwife with the Midwifery Council of New Zealand.</li> <li>• Hold a current Midwifery Council of New Zealand Annual Practising Certificate.</li> <li>• Current driver license with clean driving record</li> </ul>	<ul style="list-style-type: none"> <li>• Competent Quality Leadership Programme (QLP) profile/portfolio or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Two-year post registration experience</li> <li>• Current professional portfolio, or completion of same within 12 months</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in an equivalent clinical setting to which you are being employed into.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Advanced communication techniques such as conflict resolution, diffusion, and mediation skills.</li> <li>• Demonstrate professional accountability within scope of practice.</li> <li>• Demonstrate a genuine interest in working in the community</li> <li>• Sensitivity when dealing with women and families, the general public and staff as appropriate</li> <li>• Ability to work autonomously as well as within a team</li> <li>• Excellent written and oral communication skills</li> <li>• Demonstrated time management skills</li> <li>• Demonstrated competence with computers</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake post graduate education related to clinical issues common in the community</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to triage, assess and treat as needed</li> <li>• Empower and impart knowledge to women and their families / carers</li> <li>• Demonstrated effective time management and prioritisation skills</li> <li>• Excellent organisational skills</li> <li>• Assess, plan, provide midwifery intervention and document and evaluate care delivery</li> <li>• Commitment to being actively involved in quality processes including audits.</li> <li>• A high degree of self-motivation, willingness and self-responsibility to maintain and extend clinical knowledge, and share this with colleagues.</li> <li>• Commitment to completing mandatory training and self-learning packages as required by the service and organisation within agreed timeframes e.g. IV certificate, Tikaka orientation etc.</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Be a critical consumer of research and embrace evidenced based practice when carrying out any task/function.</li> <li>• Have a commitment to ongoing development of midwifery skills and in-service education.</li> <li>• Have the ability to work as part of a team.</li> <li>• Have ability to ‘work together’ in a collaborative manner.</li> <li>• Have ability to ‘work smarter’ by being innovative and proactive.</li> <li>• Accept responsibility for actions.</li> <li>• High personal, professional and clinical standards</li> <li>• High personal credibility</li> <li>• Excellent organisational skills</li> <li>• Effective interpersonal skills to establish good relationships with women, their families as well as colleagues within the DHB and throughout the healthcare sector</li> <li>• Be flexible in duties enabling cover for annual, sick and education leave</li> <li>• Commitment to personal and professional development</li> <li>• Acknowledge and build on existing clinical and professional links and relationships</li> <li>• Enthusiasm, initiative and high degree of flexibility</li> </ul> <p>A reasonable level of fitness is required to cope with the demands of the job. The following denote some of the key physical requirements for the position:</p>	

	<ul style="list-style-type: none"> <li>• Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery / equipment, lifting, overhead reaching, carrying, pulling / pushing, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching plus good vision and hearing (using aides if required).</li> </ul>
--	---

**KEY RESULT AREAS:**

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<p><b>Professional Responsibility</b>  Able to demonstrate knowledge, judgement and accountability in relation to: professional, legal and ethical responsibilities and cultural safety. Promotes and environment that maximises patient’s safety, independence and quality of life and health.</p>	
<p>Accepts responsibility for ensuring that their 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 maternity consumer safety, and independence.</p> <p>Practises midwifery in a manner that the maternity consumer 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"> <li>• Practises midwifery in accord with relevant legislation/codes/policies and upholds health consumers rights derived from that legislation.</li> <li>• Accepts responsibility for actions and decision making within scope of practice.</li> <li>• Identifies breaches of law that occur in practice and reports them to the appropriate person(s).</li> <li>• Demonstrates knowledge of, and accesses, policies and procedural guidelines that have implications for practice.</li> <li>• Uses professional standards of practice.</li> <li>• Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand.</li> <li>• Demonstrates knowledge of differing health and socio-economic status of Maori and non-Maori.</li> <li>• Applies the Treaty of Waitangi/Te Tiriti o Waitangi to midwifery practice.</li> <li>• Identifies and reports situations that affect health consumers or staff members’ health or safety.</li> <li>• Accesses, maintains and uses emergency equipment and supplies.</li> <li>• Maintains infection control principles.</li> <li>• Recognises and manages risks to provide care that best meets the needs and interests of health consumers and the public.</li> <li>• Applies the principles of cultural safety in own midwifery practice.</li> <li>• Recognises the impact of the culture of midwifery on woman’s care and endeavours to protect the woman’s wellbeing within this culture.</li> <li>• Practises in a way that respects each woman’s identity and right to hold personal beliefs, values and goals.</li> <li>• Assists the woman to gain appropriate support and representation from those who understand the woman’s culture, needs and preferences.</li> <li>• Consults with members of cultural and other groups as requested and approved by the health consumers.</li> <li>• Reflects on his/her own practice and values that impact on midwifery care in relation to the woman’s</li> </ul>

	<p>age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability.</p> <ul style="list-style-type: none"> <li>• Avoids imposing prejudice on others and provides advocacy when prejudice is apparent.</li> </ul>
<p><b>Management of Midwifery Care</b>  Able to assess and manage maternity care, is responsive to the woman's needs, supported by midwifery knowledge and evidence-based research.</p>	
<p>Provides planned midwifery care to achieve identified outcomes.</p> <p>Undertakes a comprehensive and accurate midwifery assessment of women/baby in a variety of settings.</p> <p>Ensures documentation is accurate and maintains confidentiality of information.</p> <p>Ensures the woman/baby have adequate explanation of the effects, consequences and alternatives of proposed options of care.</p> <p>Acts appropriately to protect oneself and others when faced with unexpected health consumer responses, confrontation, personal threat or other crisis situations...</p> <p>Provides health education appropriate to the needs of the woman/baby within a midwifery framework.</p> <p>Reflects upon, and evaluates with peers and experienced midwives, the effectiveness of midwifery care.</p> <p>Maintains professional development.</p>	<ul style="list-style-type: none"> <li>• Contributes to care planning, involving women, demonstrating an understanding of women's rights, to make informed decisions.</li> <li>• Identifies examples of the use of evidence in planned midwifery care.</li> <li>• Undertakes practice procedures and skills in a competent and safe way.</li> <li>• Administers interventions, treatments and medications, (for example: intravenous therapy, calming and restraint), within legislation, codes and scope of practice; and according to authorised prescription, established policy and guidelines.</li> <li>• Undertakes assessment in an organised and systematic way.</li> <li>• Uses suitable assessment tools and methods to assist the collection of data.</li> <li>• Applies relevant research to underpin midwifery assessment.</li> <li>• Maintains clear, concise, timely, accurate and current maternity records within a legal and ethical framework.</li> <li>• Demonstrates literacy and computer skills necessary to record, enter, store, retrieve and organise data essential for care delivery.</li> <li>• Provides appropriate information to women to protect their rights and to allow informed decisions.</li> <li>• Makes appropriate professional judgement regarding the extent to which the woman is capable of participating in decisions related to his/her care.</li> <li>• Discusses ethical issues related to health midwifery, (for example: informed consent, privacy, refusal of treatment and rights of formal and informal health consumers).</li> <li>• Facilitates the woman's access to appropriate therapies or interventions and respects the woman's right to choose amongst alternatives.</li> <li>• Seeks clarification from relevant members of the health care team regarding the individual's request to change and/or refuse care.</li> <li>• Provides woman centred care</li> <li>• Understands emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation.</li> <li>• Takes action in situations that compromise the woman's safety and wellbeing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Implements midwifery responses, procedures and protocols for managing threats to safety within the practice environment.</li> <li>• Identifies criteria for evaluation of expected outcomes of care.</li> <li>• Reflects on woman's feedback on the evaluation of midwifery service delivery.</li> <li>• Checks health consumers' level of understanding of health care when answering their questions and providing information.</li> <li>• Uses informal and formal methods of teaching that are appropriate to the health consumer's or group's abilities.</li> <li>• Participates in health education, and ensures that the woman understands relevant information related to their health care.</li> <li>• Educates woman to maintain and promote health.</li> <li>• Identifies one's own level of competence and seeks assistance and knowledge as necessary.</li> <li>• Accesses advice, assistance, debriefing and direction as necessary.</li> <li>• Contributes to the support, direction and teaching of colleagues to enhance professional development.</li> <li>• Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within midwifery practice.</li> <li>• Takes responsibility for one's own professional development and for sharing knowledge with others.</li> </ul>
--	--

**Interpersonal Relationships**

<p>Establishes, maintains and concludes therapeutic interpersonal relationships with women.</p> <p>Practises midwifery in a negotiated partnership with the woman and family/whanau where and when possible.</p> <p>Communicates effectively with women and family/whanau and members of the health care team.</p> <p>Maintains privacy and confidentiality in accordance with DHB policies and procedures etc.</p> <p>Behaves respectfully and with tolerance towards women, colleagues and members of the wider healthcare team.</p>	<ul style="list-style-type: none"> <li>• Initiates, maintains and concludes therapeutic interpersonal interactions with women.</li> <li>• Utilises effective interviewing and counselling skills in interactions with health consumers.</li> <li>• Demonstrates respect, empathy and interest with the woman</li> <li>• Establishes rapport and trust with the woman.</li> <li>• Undertakes midwifery care that ensures women receive and understand relevant and current information concerning their health care that contributes to informed choice.</li> <li>• Implements midwifery care in a manner that facilitates the independence, self-esteem and safety of the woman. Recognises and supports the personal resourcefulness of people with mental and/or physical illness.</li> <li>• Acknowledges family/whanau perspectives and supports their participation in services.</li> <li>• Uses a variety of effective communication techniques.</li> <li>• Employs appropriate language to context.</li> <li>• Provides adequate time for discussion.</li> <li>• Accesses an interpreter when appropriate.</li> </ul>
--	--

	<ul style="list-style-type: none"> <li>Discussions concerning women are restricted to settings, learning situations and or relevant members of the health care team.</li> </ul>
<p><b>Inter-professional healthcare and quality improvement</b></p> <p>To participate in inter-professional health care and quality improvement, evaluate the effectiveness of care and promote a midwifery perspective within the inter-professional activities of the team.</p>	
<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 nursing.</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 midwifery standards, procedures and guidelines.</p>	<ul style="list-style-type: none"> <li>Promotes a midwifery perspective and contribution within the inter-professional activities of the health care team.</li> <li>Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area.</li> <li>Collaborates with the woman and other health team members to develop plan of care.</li> <li>Maintains and documents information necessary for continuity of care.</li> <li>Develops a discharge plan and follow up care in consultation with the woman and other members of the health care team.</li> <li>Makes appropriate formal referrals to other health care team members and other health related sectors for women who require consultation.</li> <li>Contributes to the co-ordination of care to maximise health outcomes for the woman.</li> <li>Collaborates, consults with and provides accurate information to the woman and other health professionals about the prescribed interventions or treatments.</li> <li>Demonstrates a comprehensive knowledge of community services and resources and actively supports women to use them.</li> <li>Reviews policies, processes, procedures based on relevant research.</li> <li></li> </ul>
<p><b>Quality and Risk</b></p>	
<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 midwifery 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"> <li>Demonstrates competence in emergency procedures, e.g. fire, and CPR.</li> <li>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 &amp; Health and security incidents.</li> <li>Evidence of assisting in the maintenance of ward/service equipment and where necessary, promptly reports unsafe or malfunctioning equipment.</li> <li>Maintains standards for safety, hygiene and medico-legal requirements.</li> </ul>
<p><b>Self-Management</b></p>	
<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>	<ul style="list-style-type: none"> <li>Relationships are developed and maintained with own peer group for robust peer review and support.</li> </ul>

Exhibits self-confidence. Engages in appraisal.	
<b>Other Duties</b>	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. Act as a role model for the Southern DHB Organisational Values.	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with SDHB processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> <li>Live and support the DHB values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance objectives reviewed annually with your manager.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
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.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
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.	<ul style="list-style-type: none"> <li><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.</li> <li><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.</li> <li><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.</li> </ul>

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:

.....  
Employee

.....  
Date

.....  
Manager

.....  
Date