

## Position Description | Te whakaturanga ō mahi

### Te Whatu Ora | Health New Zealand

<b>Title</b>	Maternity Care Assistant			
<b>Reports to</b>	Midwife Manager			
<b>Location</b>	Southland / Otago			
<b>Department</b>	Maternity			
<b>Direct Reports</b>	N/A		<b>Total FTE</b>	N/A
<b>Budget Size</b>	<b>Opex</b>	N/A	<b>Capex</b>	N/A
<b>Delegated Authority</b>	<b>HR</b>	N/A	<b>Finance</b>	N/A
<b>Date</b>	October 2022			
<b>Job band (indicative)</b>	Healthcare Assistant Scale			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

#### Te Mauri o Rongo – The New Zealand Health Charter

In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

<b>Wairuatanga</b>	The ability to work with heart	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled".</i>
<b>Rangatiratanga</b>	Ensuring that the health system has leaders at all levels who are here to serve	<i>"As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all"</i>
<b>Whanaungatanga</b>	We are a team, and together a team of teams	<i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora"</i>
<b>Te Korowai Manaaki</b>	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

### About the role

The primary purpose of the role is to:

The Maternity Care Assistant (MCA) performs as a member of the midwifery care team assisting with non-direct and direct patient care activities under the direct supervision of a midwife. The MCA is able to perform tasks relating to the care of pregnant women, new mothers, babies and their whanau. In this role the person helps to create an environment that is welcoming and supportive of whanau. They work solely under the direction and supervision of a midwife.

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
<b>Professional Responsibility</b> A reasonable level of fitness is required to cope with the demanding physical requirements of the job. The following denote the key physical requirements for the position: standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery / equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required.	<ul style="list-style-type: none"> <li>Meets and maintains organisational mandatory requirements for Maternity Care Assistants</li> <li>Attains and maintains area specific mandatory requirements and key accountabilities</li> <li>Engages in appraisal systems with manager</li> <li>Adhere to policies and procedures</li> <li>Respect for others</li> <li>Partakes in regular team meetings engaging in discussion</li> <li>Presents self in a tidy and professional manner</li> <li>Adheres to policy – ID badge citing designation worn on person at all times</li> </ul>
<b>Management of Care</b> Demonstrate responsibility with clinical and non-clinical activities within the ward/ unit environment with an understanding of the Code of Health & Disability Services Consumer Rights and HIP Code and HDC. The tasks and activities that the maternity care assistant focus on are basic tasks including activities of daily living under the direction, delegation and supervision of a midwife	<ul style="list-style-type: none"> <li>Cleaning birthing room beds and equipment. Items in need of repair are reported</li> <li>Cleaning maternity ward bed and bedspace</li> <li>Bed making</li> <li>Restocking cupboards and rooms</li> <li>Preparing rooms for admissions</li> <li>Assisting woman to bathroom/shower</li> <li>Empty indwelling catheter bag or measure trial of voids</li> <li>Positioning/comfort cares</li> <li>Assist with transfer of clinically well woman to NICU or Ultrasound</li> </ul>

- Basic baby cares (bathing, changing nappies, and settling babies)
- Collecting expressing equipment or expressed breastmilk for women
- Cleaning and sterilising expressing equipment post collection
- Answering call bells
- Assisting with some administration tasks
- Assisting women to access education videos
- Any documentation in clinical notes should be within the boundaries of the maternity care assistant role (must be counter-signed by RM)
- Setting up isolation rooms and arranging terminal cleaning
- Keep the ward tidy and bed spaces accessible
- Relevant monitoring activities for example fridge monitoring.
- Women are assisted with getting out of bed and mobilizing to the bathroom/shower.
- Women are provided with water, nappies, cleaning clothes, sanitary towels, pillows, clean linen etc.
- Women's dietary needs are documented on Trendcare.
- Women are provided additional drinks and food as requested and are assisted at meal times so that they can eat (hold baby if unsettled).
- Women are supported and encouraged to breastfeed (e.g. holding a baby whilst the woman gets comfortable or providing drink to hand).
- Women are shown how to use a feed chart.
- Breast pump equipment is set up and cleaned as per policy.
- Works within the job description confines
- Work under the direction and delegation of a registered midwife if they have not been trained for the activity and ensuring that they don't accept an activity if it is beyond their capabilities.
- Work under the direction and delegation of a registered midwife advising the registered midwife if they have concerns about the healthcare status of mothers, babies, whanau non-patient related activities or environmental issues.
- Attends mandatory training workshops as determined by the organisation
- Assists in maintaining appearance of the facility ensuring it is clean, tidy, and welcoming

	<ul style="list-style-type: none"> <li>• Ensures orientation is provided to women including ward layout, amenities and mealtimes. Visitors are welcomed and orientated, and visiting hours explained.</li> <li>• Doorbell, call bell and telephones are answered promptly, introducing self and role.</li> <li>• Messages are passed on promptly.</li> <li>• Baby soothing and settling techniques are demonstrated including safe sleep practices at all times.</li> <li>• Appropriate support is provided in the event of an emergency including activating the emergency bell and making emergency calls to operator.</li> <li>• During an emergency MCA will be available to get equipment as needed</li> <li>• Bystander CPR can be provided if needed</li> <li>• Maintain a safe clinical environment</li> <li>• Rooms are prepared and stocked ready for admissions</li> <li>• Support is provided to the clinical supplies coordinator in respect to ordering stock and ensuring supplies unpacked and put away tidily ready for use.</li> </ul>
<p><b>Interpersonal Relationships</b></p> <p>Welcomes clients to the ward.</p> <p>Communicates effectively with clients and family/whanau and members of the health care team. Maintains privacy and confidentiality in accordance with HDC Code, Te Whatu ora policies and procedures etc. Behaves respectfully and with tolerance towards clients, colleagues and members of the wider healthcare team</p>	<ul style="list-style-type: none"> <li>• Communicates in an appropriate and professional manner</li> <li>• Privacy Act, Informed Consent and Code of Consumers' Rights adhered to</li> <li>• Communicates effectively and works collegially with other members of the team</li> <li>• Acts within agreed limitations of the role and does not take on tasks for which they are not properly trained and competent to undertake.</li> <li>• Maintains confidentiality and privacy and does not access client information without proper authorization.</li> <li>• Undertakes other tasks as delegated by the Midwife Manager</li> </ul>
<p><b>Inter-professional healthcare and quality improvement</b></p> <p>Is adaptable to the changing needs of the environment. Collaborates and participates with colleagues and members of the health care team to support client care. Recognises and values the roles and skills of all members of the health care team in the delivery of care. Provides appropriate clerical support</p>	<ul style="list-style-type: none"> <li>• Engages in team and meetings as appropriate</li> <li>• Demonstrates flexibility within a constantly changing environment</li> <li>• Forms productive working relationships with team members</li> <li>• Admission and discharge packs are prepared</li> <li>• Labour and Birth data is recorded in appropriate documentation</li> <li>• Mother will have received discharge pack and papers</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide meal break relief for ward clerk when required</li> </ul>
<b>Quality and Risk</b> Can describe and demonstrate use and care of assistive and moving equipment. Describing and applying safe moving and handling principles and techniques. Uses any equipment or supplies resourcefully and responsibly and reports any faulty or damaged equipment. Have a good knowledge of Infection Prevention and Control measures and provides assistance to the team ie, setting up isolation rooms.	<ul style="list-style-type: none"> <li>• Demonstrates knowledge in procedures, e.g. fire</li> <li>• Completes Fire, CPR, and moving and handling training and updates regularly as required by Te Whatu Ora'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 equipment and where necessary, promptly reports unsafe or malfunctioning equipment</li> <li>• Infection prevention and control representative in conjunction with a registered midwife</li> <li>• Maintains standards for safety and hygiene</li> </ul>
<b>Self-Management</b> Can manage own time but also responds to direction from the midwifery team. Adopts a disciplined approach to establishing and following priorities of work. Engages in performance appraisal.	<ul style="list-style-type: none"> <li>• Relationships are developed and maintained with own peer group for support.</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 Te Whatu Ora's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Te Whatu Ora'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>

Key Result Area	Expected Outcomes / Performance Indicators – All Te Whatu Ora Leaders
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori</li> <li>• Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care</li> <li>• Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership</li> </ul>

Equity	<ul style="list-style-type: none"> <li>• Commits to helping all people achieve equitable health outcomes</li> <li>• Demonstrates awareness of colonisation and power relationships</li> <li>• Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery</li> <li>• Willingness to personally take a stand for equity</li> <li>• Supports Māori-led and Pacific-led responses</li> </ul>
Culture and People Leadership	<ul style="list-style-type: none"> <li>• Lead, nurture and develop our team to make them feel valued</li> <li>• Prioritise developing individuals and the team so Te Whatu Ora has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others</li> <li>• Provides leadership that shows commitment, urgency and is visibly open, clear and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally</li> <li>• Implement and maintain People &amp; Culture strategies and processes that support provide an environment where employee experience, development and performance management drive achievement of the organisation's strategic and business goals</li> <li>• Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo (the Health Charter, once developed), ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained &amp; strengthened</li> </ul>
Innovation & Improvement	<ul style="list-style-type: none"> <li>• Be open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table</li> <li>• Model an agile approach –tries new approaches, learns quickly, adapts fast</li> <li>• Develops and maintains appropriate external networks to support current knowledge of leading practices</li> </ul>
Collaboration and Relationship Management	<ul style="list-style-type: none"> <li>• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same</li> <li>• Work with peers in Te Aka Whai Ora   Māori Health Authority and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services</li> </ul>
Health & safety	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives</li> <li>• Taking all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes</li> <li>• Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture</li> </ul>
Compliance and Risk	<ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit</li> </ul>

- Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware

### Relationships

External	Internal
<ul style="list-style-type: none"> <li>• Mothers Babies, and their Whānau</li> <li>• Community Members</li> <li>• Unions</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director of Nursing and Midwifery</li> <li>• Midwifery Staff</li> <li>• Nursing Staff</li> <li>• Medical Staff</li> <li>• Allied Health Staff</li> <li>• Administration Staff</li> <li>• Southern DHB wide staff</li> <li>• Duty Manager(s)</li> <li>• Cleaners</li> </ul>

### About you – to succeed in this role

#### You will have

##### Essential:

- Midwifery student status currently studying
- Experience in implementing Te Tiriti o Waitangi in action
- A positive approach to your work
- A patient and family/whānau focus
- Compassion and understanding

##### Desired:

- Previous experience in a care capacity or healthcare role

#### You will be able to

##### Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance
- Able to maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose, and goals
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities
- Demonstrate a strong drive to deliver and take personal responsibility
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

Acknowledged / Accepted:

Employee ..... Date.....

Employer ..... Date.....