

## Position Description

Employment Agreement:	DHB / MERAS MECA DHBs/NZNO Nursing and Midwifery MECA
Position Title:	<b>Postnatal Clinical Midwife Coordinator</b>
Service & Directorate:	Women's Children's Medicine Directorate
Location:	Dunedin
Reports to:	Midwife Manager
Date:	June 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

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <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 the Postnatal Clinical Midwife Coordinator role is to assist and work collaboratively with the Clinical Midwife Managers and the Midwife manager to support and promote:

- clinical midwifery professional standards and equitable postnatal pathways for people and families accessing the postnatal ward
- Midwifery oversight for postnatal care provided by nurses, HCAs and students as per Direction and delegation Policy
- Smooth handover and discharge processes in collaboration with the medical team, LMCs, and primary units
- Primary to primary patients' flow and timely facilitation of transport/transfer
- Timely engagement with LMCs and Lactation Consultant
- Comprehensive documentation and care plans including completion of postnatal pathway for both postnatal people/ babies

This position has been created as a two-year fixed term role to facilitate the direction and delegation of authority for management of staff within the unit/ward on a shift-by-shift basis. The role ensures effective day to day coordination across shifts and management within the area, working collaboratively with the CMM,MM, the wider maternity team and the Primary units network. The role is responsible for promoting excellence in clinical practice and ensuring provision of high-quality midwifery care and nursing care.

This position does not encompass budget responsibility however does involve the establishment of processes such as early discharge progression and transfer to primary maternity facilities

## 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>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand 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
<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 him/herself 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>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>Process Management</b>	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
<b>Building Effective Teams</b>	Blends people into teams when needed; creates strong morale and spirit in their team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
<b>Informing</b>	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
• Director of Midwifery	• Maternity access holders
• Medical Staff	• Other maternity facilities
• Service Manager	• Other healthcare providers
• Integrated Operations Centre/Duty Manager	• Schools of Midwifery
• Midwife Managers	• Healthcare consumers
• Neonatal Unit nursing and medical staff	• NZCOM
• Clinical Leaders	• Midwifery Council
• All Nursing and Midwifery Staff	• MERAS, NZNO and PSA
• Allied Health Staff	
• Midwife Educators	
• Practice Development Unit	
• Clinical Support Staff	
• Infection Control	
• Occupational Health & Safety	

### PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Registered Midwife with a current APC</li> <li>strong clinical leadership skills</li> <li>Holds a post graduate qualification (minimum P.G.Cert) or is committed to achieving this qualification in an agreed timeframe</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate education and qualifications eg P.G. Cert Complex Care</li> <li>QLP Leadership domain</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Has proven clinical credibility in all aspects of midwifery care, but particularly in secondary/tertiary care.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of and demonstrates use of adult teaching and learning principles</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Excellent group facilitation skills and history of a collaborative team approach</li> <li>Has proven skills in defusing difficult situations and conflict resolution</li> <li>Innovative and flexible with positive and problem solving approach in all situations</li> <li>Is a critical consumer of research and embraces evidenced based</li> </ul>	

	practice when carrying out any task /function	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	

**KEY RESULT AREAS:**

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<p><b>Midwifery Clinical Leadership</b> To provide professional direction, leadership and day to day management.</p>	
<ul style="list-style-type: none"> <li>Act as an effective role model by demonstrating high levels of clinical competence, in keeping with Southern DHB Values.</li> <li>Oversee the assessment, planning, implementation and evaluation of clinical practice.</li> <li>Establishes and maintains effective relationships with LMC's who have access, ensuring that the DHB responsibilities as described in the maternity service specifications are met.</li> <li>Advocate on behalf of client/family/colleagues as appropriate and in a culturally safe manner.</li> <li>Participate in clinical and education planning processes at a service level.</li> <li>Promote an Inter-disciplinary approach to the care.</li> <li>Promotes accountable midwifery practice.</li> <li>Supervises, mentors and educates other staff using a variety of methods; including role modelling of expert practice</li> <li>Encourage a culture of continuous learning, positive critique of the status quo.</li> <li>Lead the team, encouraging individual contributions to issue resolution.</li> </ul>	<ul style="list-style-type: none"> <li>The unit is effectively managed on a day to day basis. Concerns are elevated to the CMM or duty manager. Staff engagement in active education and professional development.</li> <li>Evidence of effective strategies and methods to engage the midwifery and nursing workforce.</li> <li>Support is provided to lead maternity carers to ensure safe effective care is provided.</li> <li>Provides direct feedback and support to the team as appropriate.</li> <li>Actively participates in policy and procedures planning, development, implementation and review.</li> <li>Role models and proactively instigates best practise guidelines, Midwifery Council and SDHB policies/protocols and standards.</li> <li>Ensures that incidents and accidents are reported when they occur on the shift that they coordinating and all appropriate immediate action and escalation occurs.</li> </ul>
<p><b>Clinical Practice</b> To coordinate the skill mix, work force planning and practice requirements</p>	
<ul style="list-style-type: none"> <li>Coordinate staff to provide patient/client centred care, in collaboration with Clinical Midwife Manager</li> <li>Promote innovative and creative clinical practice and ensure it is validated with best practice and support research utilisation.</li> <li>Assess and effectively delegate activities taking into consideration individuals knowledge and skill level and monitor progress.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitation / involvement of multidisciplinary meetings and care planning.</li> <li>Meets relevant MOH targets for e.g. smoking cessation, Safe sleep education</li> <li>Meets relevant Key Performance Indicators for clinical area for example length of stay.</li> <li>Identifies performance related issues of midwifery or nursing workforce to Charge Midwife Manager.</li> </ul>

<ul style="list-style-type: none"> <li>• Work collaboratively with all members of the health care team to ensure staff receives high quality clinical education input and support.</li> <li>• Enables midwives to practice to the full breadth of their Midwifery Scope of Practice</li> <li>• Promote cost effective clinical practice.</li> <li>• Actively support the roll out of releasing time to care</li> </ul>	<ul style="list-style-type: none"> <li>• To provide reduced caseload of clinical care and facilitate cover/relief for midwife attending caesarean sections.</li> <li>• Be available to assist or lead emergency management when necessary.</li> </ul>
--	---

<b>Resource Management</b>	
----------------------------	--

<ul style="list-style-type: none"> <li>• Coordination/leadership of the clinical environment including coordination of resources and personal management on shift.</li> <li>• Ensures there is a good customer/ client service, working to improve</li> <li>• Works with the CMM and duty manager to ensure that clinical demand is met by unit staffing.</li> <li>• Reports staffing deficits to MM and duty manager and works with medical staff to ensure that elective procedures are managed based on available midwifery staffing and level of acute care being provided</li> <li>• Customer satisfaction</li> <li>• Facilitate accurate and up-to-date use of information systems to reflect accurate patient/client admissions/discharges, and staff changes eg. iPM, Onestaff, Time and Attendance.</li> <li>• Delegate skill mix to acuity appropriately on the shift</li> <li>• Participate in workforce and development planning.</li> <li>• Ensure that patient allocation and model of care is based on appropriate skill mix utilising trend care.</li> <li>• 100% prediction, actualisation and accuracy with Trendcare data</li> <li>• Ensures Trendcare review is part of Coordinator handovers</li> <li>• Participate in the succession plan for other senior midwifery roles within the service area by identifying and supporting staff in their development.</li> <li>• Work to identify current and future staffing resource requirements and develop strategies to address these.</li> </ul>	<ul style="list-style-type: none"> <li>• Safe staffing skill mix, meets the needs of the service and alignment with CCDM programme of work and MERAS Staffing Standards for Maternity facilities</li> <li>• Ensures the facility is appropriately staffed on the day and the skill mix meets the clinical need.</li> <li>• Activate escalation plan when required</li> <li>• Elevate to CMM or duty manager resource requirements with strategies considered.</li> <li>• Takes responsibility for maintenance of safe stock levels including pharmacy and clinical items.</li> <li>• Ensures that repairs of equipment or facilities are facilitated and reported.</li> </ul>
--	---

<b>Quality and Risk Management</b>	
Contributes to the service's risk minimisation activities and service activities, fosters a quality improvement culture	

<ul style="list-style-type: none"> <li>• Actively contributes to health and safety activities and ensures infection control processes are maintained whilst facilitating and delegating others to also actively contribute</li> <li>• Identifies risk management issues, appropriately initiates risk mitigation and educates staff about risks within the area</li> </ul>	<ul style="list-style-type: none"> <li>• Initiates audit and evaluation of ward/service processes and implements corrective actions</li> <li>• Contributes to incident and complaint investigation processes</li> <li>• Promotes and participates in quality improvement strategies including accreditation and certification activities</li> </ul>
--	---

<ul style="list-style-type: none"> <li>Continually monitor compliance with Southern DHB policies, procedures and quality standards &amp; indicators and act</li> </ul>	<ul style="list-style-type: none"> <li>Identifies and ensures Point of care compliance</li> <li>Actively contributes in ongoing Quality initiatives</li> </ul>
<b>Self-Management</b>	
<ul style="list-style-type: none"> <li>Plan and manage own work to achieve desired results on time, within budget and to required standard.</li> <li>Maintain own professional development; attend Southern District Health Board and other development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Act as a role model for the SDHB organisational values.</li> </ul>
<b>Contribution to Organisational Leadership</b>	
<ul style="list-style-type: none"> <li>Participate collectively with other senior midwives to provide a collaborative service management function</li> </ul>	<ul style="list-style-type: none"> <li>Participate in focus groups/projects that advance issues and strategies of service /organisational priority</li> </ul>
<b>Other Duties</b>	
<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"> <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 and audit is robust and well considered is supported.</li> <li>Live and support the DHB values in everything you do.</li> </ul>
<b>Living Southern DHB Values</b>	
<p>Proactively demonstrating Southern DHB values in all aspects of the role.</p>	<ul style="list-style-type: none"> <li>Demonstrates behaviours that we want to see from each other, at our best.</li> <li>Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with CMM.</li> <li>Performance objectives reviewed annually with CMM.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<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"> <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>	
<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"> <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> </ul>

	<ul style="list-style-type: none"> <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