

Position Description | Te whakaturanga ō mahi

Te Whatu Ora | Health New Zealand

Title	Clinical Midwife Coordinator		
Reports to	Midwife Manager		
Location	Dunedin/Invercargill		
Department	Operations		
Direct Reports		Total FTE	
Budget Size	Opex	Capex	
Delegated Authority	HR	Finance	
Date	March 2019		
Job band (indicative)			

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.

Wairuatanga	The ability to work with heart and spirit	<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>
Rangatiratanga	Identifying, supporting and establishing leaders at all levels to serve, guide and inspire	<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>
Whanaungatanga	We are a team of teams working together, providing each other with a sense of belonging	<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>
Te Korowai Manaaki	Seeks to embrace, support 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 assist and work collaboratively with the Midwife Manager in the establishment and promotion of clinical midwifery professional standards.

The role ensures effective day to day coordination across shifts and management within the area, working collaboratively with the CMM and the wider maternity team. The role is responsible for promoting excellence in clinical practice and ensuring provision of high quality midwifery care.

This position does not encompass budget responsibility, but has delegation of authority for management of staff within the unit/ward on a shift-by-shift basis. Supervisory role for Registered Midwives/ Nurses, Enrolled Nurses,, Maternity/Health Care Assistants, Students.

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
Midwifery Clinical Leadership	<p>To provide professional direction, leadership and day to day management.</p> <ul style="list-style-type: none"> Act as an effective role model by demonstrating high levels of clinical competence, in keeping with Te Whatu Ora Southern Values. Oversee the assessment, planning, implementation and evaluation of clinical practice. Establishes and maintains effective relationships with LMC's who have access, ensuring that the organisation's responsibilities as described in the maternity service specifications are met. Advocate on behalf of client/family/colleagues as appropriate and in a culturally safe manner. Participate in clinical and education planning processes at a service level. Promote an Inter-disciplinary approach to the care. Promotes accountable midwifery practice. Supervises, mentors and educates other staff using a variety of methods; including role modelling of expert practice Encourage a culture of continuous learning, positive critique of the status quo. Lead the team, encouraging individual contributions to issue resolution. 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. Evidence of effective strategies and methods to engage the midwifery workforce.

	<ul style="list-style-type: none"> • Support is provided to lead maternity carers to ensure safe effective care is provided. • Provides direct feedback and support to the team as appropriate. • Actively participates in policy and procedures planning, development, implementation and review. • Role models and proactively instigates best practise guidelines, NZ Nursing/ Midwifery Councils and Te Whatu Ora Southern policies/protocols and standards. • Ensures that incidents and accidents are reported when they occur on the shift that they coordinating and all appropriate immediate action and escalation occurs. • Participates when requested in staff performance management processes.
Clinical Practice	<p>To coordinate the skill mix, work force planning and practice requirements</p> <ul style="list-style-type: none"> • Coordinate staff to provide patient/client centred care, in collaboration with Charge Midwife Manager • Promote innovative and creative clinical practice and ensure it is validated with best practice and support research utilisation. • Assess and effectively delegate activities taking into consideration individuals knowledge and skill level and monitor progress. • Work collaboratively with all members of the health care team to ensure staff receives high quality education input and support. • Promote cost effective clinical nursing/midwifery practice. • Identify deficits in clinical and professional competencies of individuals and take appropriate action to support achievements of the same and raise appropriately to Midwife Manager. • Promotes a team based model of care, handover practices, intentional and rapid rounding strategies to enhance patient delivery. • Actively support the roll out of releasing time to care • Facilitation / involvement of multidisciplinary meetings and care planning. • Meets relevant MOH targets for e.g. smoking cessation, ED 6 Hour target. • Meets relevant Key Performance Indicators for clinical area for example length of stay. • Identifies performance related issues of nursing/midwifery workforce to Midwife Manager. • To provide reduced caseload of clinical care and facilitate cover/relief for midwife attending caesarean sections. • Be available to assist or lead emergency management when necessary.
Resource Management	<ul style="list-style-type: none"> • Coordination/leadership of the clinical environment including coordination of resources and personal management on shift. • Ensures there is a good customer/ client service, working to improve • Works with the CMM and duty manager to ensure that clinical demand is met by unit staffing. • Reports staffing deficits to CMM and duty manager and works with medical staff to ensure that safe staffing and care can be provided. • Customer satisfaction

	<ul style="list-style-type: none"> • 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. • Delegate skill mix to acuity appropriately on the shift • Participate in workforce and development planning. • Ensure that patient allocation and model of care is based on appropriate skill mix utilising trend care. • 100% prediction, actualisation and accuracy with Trendcare data • Ensures Trendcare review is part of Coordinator handovers • Participate in the succession plan for other senior nursing/midwifery roles within the service area by identifying and supporting staff in their development. • Work to identify current and future staffing resource requirements and develop strategies to address these • Safe staffing skill mix, meets the needs of the service and alignment with CCDM programme of work. • Ensures the facility is appropriately staffed on the day and for the next 24hrs and the skill mix meets the clinical need. • Elevate to CMM or duty manager resource requirements with strategies considered. • Deputise for CMM in her absence. • Attends daily operational meeting in CMM absence. • Attends morning medical handover to ensure that midwifery staffing is considered in care planning. • Takes responsibility for maintenance of safe stock levels including pharmacy and clinical items. • Ensures that repairs of equipment or facilities are facilitated and reported.
Quality and Risk Management	<p>Contributes to the service's risk minimisation activities and service activities, fosters a quality improvement culture</p> <ul style="list-style-type: none"> • Actively contributes to health and safety activities and ensures infection control processes are maintained whilst facilitating and delegating others to also actively contribute • Identifies risk management issues, appropriately initiates risk mitigation and educates staff about risks within the area • Continually monitor compliance with Te Whatu Ora Southern policies, procedures and quality standards & indicators and act • Initiates audit and evaluation of ward/service processes and implements corrective actions • Contributes to incident and complaint investigation processes • Promotes and participates in quality improvement strategies including accreditation and certification activities • Identifies and ensures Point of care compliance • Actively contributes in ongoing Quality initiatives
Self-Management	<ul style="list-style-type: none"> • Plan and manage own work to achieve desired results on time, within budget and to required standard. • Maintain own professional development; attend Te Whatu Ora and other development opportunities. • Act as a role model for the Te Whatu Ora organisational values.

Contribution to Organisational Leadership	<ul style="list-style-type: none"> • Participate collectively with senior midwives/nurses to provide a collaborative service management function • Participate in focus groups/projects that advance issues and strategies of service /organisational priority
Key Result Area	Expected Outcomes / Performance Indicators – All Te Whatu Ora Leaders
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori • 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 • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership
Equity	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes • Demonstrates awareness of colonisation and power relationships • 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 • Willingness to personally take a stand for equity • Supports Māori-led and Pacific-led responses
Culture and People Leadership	<ul style="list-style-type: none"> • Lead, nurture and develop our team to make them feel valued • 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 • 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 • Implement and maintain People & 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 • 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 & strengthened
Innovation & Improvement	<ul style="list-style-type: none"> • 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 • Model an agile approach –tries new approaches, learns quickly, adapts fast • Develops and maintains appropriate external networks to support current knowledge of leading practices
Collaboration and Relationship Management	<ul style="list-style-type: none"> • 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 • 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

Health & safety	<ul style="list-style-type: none"> • Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives • 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 • Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture
Compliance and Risk	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware

Relationships

External	Internal
• Maternity access holders	• Director of Midwifery
• Other maternity facilities	• Medical Staff
• Other healthcare providers	• Service Manager
• Schools of Midwifery	• Integrated Operations Centre/Duty Manager
• Healthcare consumers	• Charge Nurse Managers
• NZCOM	• Neonatal Unit nursing and medical staff
• Nursing Council/Midwifery Council	• Clinical Leaders
• NZNO, MERAS and PSA	• All Nursing and Midwifery Staff
• Relevant associated groups, local and regional	• Allied Health Staff
• National speciality groups	• Nurse/Midwife Educators
	• Practice Development Unit
	• Clinical Support Staff
	• Infection Control
	• Occupational Health & Safety

About you – to succeed in this role

You will have

Essential:

- Registered NZ Midwife with a current APC with strong clinical leadership skills
- Holds a current portfolio and QLP appropriate to the role
- Holds a post graduate qualification (minimum P.G.Cert) or is committed to achieving this qualification in an agreed timeframe
- proven clinical credibility in all aspects of midwifery care, but particularly in secondary/tertiary care.
- Excellent group facilitation skills and history of a collaborative team approach
- advanced communication techniques such as conflict resolution, diffusion and mediation skills
- Innovative and flexible with positive and problem solving approach in all situations
- 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

Desired:

- Post graduate education including P.G. Cert Complex Care

You will be able to

Essential:

- Demonstrate knowledge of and demonstrates use of adult teaching and learning principles
- Demonstrate that you are a critical consumer of research and embraces evidenced based practice when carrying out any task /function
- 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

Te Whatu Ora

Health New Zealand

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

Manager

Date