

Position Description | Te whakaturanga ō mahi

Te Whatu Ora | Health New Zealand

Title	Clinical Midwife Manager		
Reports to	Midwife Manager		
Location	Invercargill		
Department	Maternity		
Direct Reports	Nil	Total FTE	1.0
Budget Size	Opex	Capex	
Delegated Authority	HR	Finance	
Date	January 2024		
Job band (indicative)	Designated Senior Midwife Grade 5 MERAS MECA		

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/embodiment those values and behaviours"</i>

About the role

The primary purpose of the role is to:

The purpose of the Clinical Midwife Manager role is to assist and work collaboratively with the Midwife Manager in the operational management and promotion of clinical midwifery professional standards.

The Clinical Midwife Manager role provides clinical leadership, monitors, and mitigates risk, actively engages in quality initiatives and manages the day-to-day functioning of the unit to ensure delivery of safe patient focused care. Supporting the work of the Midwife Manager in her absence is also an integral function of this role.

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..

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
Operational Management	<ul style="list-style-type: none"> Coordinates resources to meet identified needs of clients/patients and team members, which encompasses managing staff and patient flows on a shift by shift basis, liaising with the MM/NM/ other departments/ wards as required for the management of outliers across the 24hr period Notifies the MM for areas of concern e.g. disciplinary matters, practice issues Provides clinical leadership In consultation with the nursing/midwifery team, ensures effective handover processes and ensure breaks are managed on a shift by shift basis Ensures discharge planning processes are robust and timely Demonstrates an understanding of consumables within the area, and assists the MM in identifying variances Demonstrates knowledge of Te Whatu Ora Southern's information systems and commitment to ensuring there are processes to support staff who are less familiar with

	the systems acquire the knowledge/skills to utilise them effectively
	<ul style="list-style-type: none"> Ensures information gathering processes are followed to collect patient, clinical and volume data
	<ul style="list-style-type: none"> Delegates appropriately to skill mix and acuity on a shift by shift basis
	<ul style="list-style-type: none"> Participates, as guided by MM, in processes to manage poor performance and addresses sickness and absenteeism as required
	<ul style="list-style-type: none"> Provides feedback to MM on any activity that may affect budgets e.g. overtime on a shift by shift basis
	<ul style="list-style-type: none"> Contributes to the capital expenditure planning process as required
	<ul style="list-style-type: none"> Follows documentation standards for external and internal communications
Clinical Leadership	<ul style="list-style-type: none"> Ensures there is adequate leadership and supervision for hospital aides/ health care assistants, students and new staff on a shift by shift basis
	<ul style="list-style-type: none"> Ensures the principles of Direction and Delegation are adhered too by all staff
	<ul style="list-style-type: none"> Maintains professional standards, codes and adherence to Te Whatu Ora Southern's policy on each shift and ensures alignment of staff conduct within these standards/codes/policies.
	<ul style="list-style-type: none"> Identify and deal with any breaches where appropriate as directed and in consultation with the Midwife Manager
	<ul style="list-style-type: none"> Ensure clinical practice is provided within accepted professional standards, codes, policies and relevant legislation
	<ul style="list-style-type: none"> Foster the development of a cohesive team which works collaboratively to achieve optimal patient/ service outcomes
	<ul style="list-style-type: none"> Encourage innovation and practice initiatives that enhance clinical care or service provision
	<ul style="list-style-type: none"> Promote excellence in clinical service provision through the sharing of new knowledge, ideas, research and evidence based practice, whilst encouraging others to do the same
	<ul style="list-style-type: none"> Promote care that incorporates a strong customer service philosophy through effective and positive interactions with patients/ clients, staff, visitors and other agencies
	<ul style="list-style-type: none"> Supervises management of clients/patients in a manner that challenges and supports team members in providing safe and individualised care on each shift
	<ul style="list-style-type: none"> Fosters and participates in a team approach to clinical emergencies within the area including restraint
	<ul style="list-style-type: none"> Be active and visible within the team working alongside nursing/midwifery staff, motivating and actively praising/ valuing staff endeavours, and acknowledging patient satisfaction and good clinical care

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Quality & Risk Management	<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
	<ul style="list-style-type: none"> Identifies risk management issues, appropriately initiates risk mitigation and educates staff about risks within the area
	<ul style="list-style-type: none"> Continually monitors compliance with Te Whatu Ora Southern's policies, procedures and quality standards & indicators and acts to initiate corrective actions as required and in consultation with the Midwife Manager
	<ul style="list-style-type: none"> Ensures there is a good customer/client service, working to improve customer satisfaction
	<ul style="list-style-type: none"> Initiates audit and evaluation of ward/service processes and implements corrective actions
	<ul style="list-style-type: none"> Contributes to incident and complaint investigation processes
	<ul style="list-style-type: none"> Promotes and participates in quality improvement strategies including accreditation and certification activities
	<ul style="list-style-type: none"> Identifies and ensures equipment compliance
Clinical Practice	<ul style="list-style-type: none"> Provides input into and helps interpret requirements of new legislation /guidelines
	<ul style="list-style-type: none"> Supports clinicians in identifying ethical dilemmas working through a decision-making framework
	<ul style="list-style-type: none"> Attends and provides input into and feedback from relevant committees
	<ul style="list-style-type: none"> Midwifery specialty submissions are made in the development of relevant organisational and national policies
	<ul style="list-style-type: none"> Actively manages risk
	<ul style="list-style-type: none"> Assesses the quality of midwifery practice in the clinical setting. Collaborates on any changes required
Living Te Whatu Ora Southern Values	<ul style="list-style-type: none"> Demonstrates behaviours that we want to see from each other, at our best
	<ul style="list-style-type: none"> Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.
	<ul style="list-style-type: none"> Contribute positively to team and other initiatives that seek to improve patient and whānau experiences and/or staff experience of working

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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
<ul style="list-style-type: none"> Patients & whānau/care givers LMC Access Holders Other service providers Health & Welfare Agencies Relevant Support Groups University of Otago School of Medicine, Te Pukenga, Otago and Southland 	<ul style="list-style-type: none"> Director of Midwifery All Staff associated with maternity services at all levels (clinical & Management) Māori Health Directorate staff Clinical leaders Clinical and Corporate support staff Allied Health Directors Medical and Allied Health Staff

About you – to succeed in this role

You will have

Essential:

- A current APC with strong clinical leadership skills
- A current portfolio (QLP) or equivalent, appropriate to the role
- A relevant post graduate qualification (minimum PG Cert.)
- Experience in implementing Te Tiriti o Waitangi in action
- Experience with project management, quality improvement systems, audit and research
- The ability to both lead and work well as part of a team
- The ability to work independently, using initiative to achieve desired outcomes
- Excellent written and oral communication skills alongside conflict resolution, diffusion and mediation skills
- Computer literacy
- An understanding of continuous quality improvement principles
- Innovation and Implementation skills
- In-depth knowledge of maternity sector, including practice standards and Ministry service specifications
- In-depth understanding of evidence informed practice
- Ability to interpret and communicate complex ideas and data

- Knowledge of co-design principles
- Be working towards or willing to work towards a post graduate qualification in a relevant field
- Time management skills

Desired:

- Confidence with te ao Māori, tikanga, and te reo Māori or a commitment to starting your journey and taking ownership of your learning and growth

You will be able to

Essential:

- Understand the importance of reducing inequalities in health outcomes
- Understanding and have a commitment to the HDC Code of Health and Disability Services Consumers' Rights as it applies to maternity
- 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

Manager

Date