

### Position Description

Employment Agreement:	Te Whatu Ora – Health New Zealand and MERAS Midwives Collective Agreement
Position Title:	Registered Midwife - Caseloading
Location:	Ōamaru Hospital and surrounding district
Reports to:	Maternity Manager
Date:	23/07/2024

### Our Vision

Better Health, Better Lives, Whānau Ora

### Our Shared Values and Behaviours

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.

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

### PURPOSE OF ROLE

The Caseloading Midwife is employed to

- provide exceptional client-centred continuity of care, as a Lead Maternity Carer, to women and babies alongside their whanau/families. This includes providing holistic, research based, current maternity care throughout the antenatal, intrapartum and postnatal period until 4-6 weeks postpartum, and offering labour/birth support both at the hospital and in a home setting.
- accompany patients on transfers to Queen Mary Maternity Centre Dunedin as and when needed.

A detailed schedule of duties is contained within Ōamaru Hospital Maternity Centre, Quick Guide for Locums and new Midwives’.

### HOURS AND DAYS OF WORK

You enjoy the privilege of working as an autonomous practitioner and the opportunity to manage your own workload during your rostered days on (Number of days on based on employees FTE).

There is a fortnightly rotating roster which operates comprising of 3 pairs of midwives;

Green Team, Blue Team and Red Team.

Each pair can negotiate, in agreement with the Manager, how they choose to work. A shared case load or individual caseloads providing cover for your partner on their rostered days off.

There are always at least 3 midwives on call at any given time to provide safe staffing and optimal team support.

## 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.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
ROLE SPECIFIC COMPETENCIES	
Care planning	<ul style="list-style-type: none"> <li>work in a partnership with women and their whanau/families, to establish an individualized care plan, providing optimum care for the best possible outcome, including referral to secondary maternity services or other agencies when appropriate.</li> </ul>
Advocacy	<ul style="list-style-type: none"> <li>To provide advocacy for the women in your care. Using sound knowledge in health promotion, education and referral processes by keeping up to date with the latest research, recommendations and guidelines.</li> </ul>
Case loading	<ul style="list-style-type: none"> <li>Demonstrate effective time management skills in case loading work and demonstration of team partnership and support. You will demonstrate punctuality in meeting with other midwives and the women you have arranged appointments with.</li> </ul>
Listening	<ul style="list-style-type: none"> <li>Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at first answers</li> </ul>
Interpersonal Savvy	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse even high-tension situations comfortably</li> </ul>
Personal Learning	<ul style="list-style-type: none"> <li>Picks up the need to change personal, interpersonal behaviour quickly; watches others for their reactions to his/her attempts to influence and perform; and adjusts; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly</li> </ul>

KEY RELATIONSHIPS	
Within Southern	External to Southern
<ul style="list-style-type: none"> <li>• Ōamaru Hospital personnel including all professional groups and health services.</li> </ul>	<ul style="list-style-type: none"> <li>• Iwi Providers</li> <li>• Barnardos</li> <li>• Family Start/Family Works</li> <li>• Southern Smoking Cessation Services</li> <li>• Queen Mary Maternity and Obstetric staff</li> <li>• Intersectoral Providers including               <ul style="list-style-type: none"> <li>- Plunket</li> <li>- Tamariki Ora</li> <li>- Physio</li> <li>- Patients and Whanau</li> </ul> </li> </ul>

Duties will be undertaken in the Ōamaru Hospital but include nearby out of district boundaries if necessary to provide services to women who choose to access our services. The main base from which services are delivered is Ōamaru Hospital, located in Ōamaru.

#### PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Registration with the Midwifery Council, in accordance with the Health Practitioners Competency Act 2003.</li> <li>• Abide by the MCNZ Code of Practice.</li> <li>• Hold and maintain a current annual Practicing certificate (notify employer of any practice conditions).</li> <li>• Attend mandatory training including neonatal life support/Emergency Skills/PROMPT and Midwifery Recertification Programme.</li> <li>• The ability to register as an caseloading for combined section 88 claiming.</li> <li>• The ability to demonstrate a strong midwifery philosophy.</li> <li>• A current full New Zealand Driver Licence.</li> <li>• Current Police Clearance in accordance with the Children's Act 2014.</li> <li>• Hold up to date indemnity insurance, with copy supplied to HR.</li> </ul>	<ul style="list-style-type: none"> <li>• Is a member of the New Zealand College of Midwives.</li> <li>• The understanding and/or a desire to practice midwifery in a rural primary setting.</li> <li>• Experience in case loading midwifery and providing continuity of care.</li> <li>• The understanding of the Lead Maternity Care concept within the NZ Health setting.</li> <li>• Demonstrates the concept of a supportive team approach to midwifery care (being aware when another team midwife has been caring for a labouring women and offering assistance or giving the opportunity for a break).</li> <li>• Communication with other midwives regarding rural travel if heading more than 20 minutes out of town.</li> </ul>

	<ul style="list-style-type: none"> <li>Attend to all work within a timeframe considered acceptable to both parties and exercise all reasonable care and skill in the performance of contracted duties.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Awareness of the difference in practice in a rural primary Midwifery Centre and a secondary/tertiary Centre</li> <li>Ability to work autonomously, in a midwifery partnership and as part of a team, including multi-disciplinary teams, providing understanding and support.</li> <li>Ability to develop own performance measures. Accept constructive criticism and work towards change.</li> <li>Ability to manage stress and care for yourself. Has knowledge and ability to recognize when she/he is no longer safe to practice and will ask for support and/ or assistance.</li> <li>Ministry of Health Maternity Facility Service Specifications, 2006</li> <li>The Health and Disability Services Act Section 88 2007 and the Health and Disability Commissioners Act 1994.</li> <li>The misuse of Drugs Act 1975 and Misuse of Drug Regulations 1977 and subsequent legislation and amendments.</li> <li>Have knowledge of Quality Management Systems its principles and relevant legislation and legal requirements.</li> <li>Baby Friendly Hospital Initiative.</li> <li>Treaty of Waitangi.</li> <li>NZCOM Midwives Handbook for Practice.</li> <li>The midwife is accountable for her practice and takes every reasonable opportunity to sustain and improve her knowledge and professional competence. This includes having knowledge of different cultural beliefs and practices regarding pregnancy and childbirth.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Is motivated to provide a high standard of midwifery practice.</li> <li>Is motivated to maintain positive changes in women's care and midwifery practice.</li> <li>Is caring and empathetic and will demonstrate excellent listening skills.</li> <li>Has good interpersonal skills and is able to communicate effectively, clearly and concisely - orally and in writing.</li> <li>Has good public relation skills.</li> <li>Ability to deal with unexpected and emergency situations.</li> <li>Motivation/willingness to improve knowledge of own workload.</li> <li>Is accepting that the manifestations of providing continuity of care is being on call for 24 hours for the rostered days.</li> <li>Initiative and ability to be flexible.</li> </ul>	

**KEY RESULT AREAS:**

<b>Key Accountabilities:</b> <sup>[OBJ]</sup>	
<b>Professional Responsibility</b>	
<ul style="list-style-type: none"> <li>• Provide clinically safe, evidence-based midwifery practice, demonstrating sound midwifery philosophy, and under the guidelines of Section 88, and NZCOM Standards of Practice.</li> <li>• Attend Midwifery Standards reviews as set out by the New Zealand College of Midwives, legislated by Section 88.</li> <li>• Attend a performance appraisal with the Maternity Manager at 3 months from commencement of employment, then annually thereafter.</li> <li>• The midwife is accountable for her practice and takes every reasonable opportunity to sustain and improve personal knowledge and professional competence. This includes having knowledge of different cultural beliefs and practices regarding pregnancy and childbirth.</li> </ul>	
<b>Management of Midwifery Care</b>	
<ul style="list-style-type: none"> <li>• To provide clear leadership, direction and vision to the Centre staff and Midwifery students to ensure a safe, supportive and efficient environment within the Maternity Service.</li> <li>• maintain accurate documentation and record keeping.</li> </ul>	
<b>Inter-professional Health Care</b>	
<ul style="list-style-type: none"> <li>• Work to maintain supportive and effective relationships and clear communication with secondary maternity services or other agencies when appropriate, through the referral process.</li> </ul>	
<b>Interpersonal Relationships</b>	
<ul style="list-style-type: none"> <li>• work harmoniously and professionally in both individual and team environments and demonstrate excellent communication and interpersonal skills.</li> <li>• Ensure quality care and optimal standard of consumer satisfaction, including compliance with the Health and Disability Commissioners Code of Rights.</li> </ul>	
<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.	
<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 annual with your manager</li> <li>• Actively seek feedback including constructive.</li> </ul>
<b>Quality Improvement</b>	
Promoting and maintaining a quality improvement approach into all work	<ul style="list-style-type: none"> <li>• Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice</li> </ul>

	<ul style="list-style-type: none"> <li>Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area according to a planned annual programme</li> <li>Lead and support quality improvement activities in all departments/areas of Ōamaru Hospital.</li> </ul>
<b>Legislation and Organisational Knowledge</b>	
Ensure knowledge and compliance of legislation and organisation rules.	<ul style="list-style-type: none"> <li>Ensure compliance with New Zealand statutory laws</li> <li>Comply with organisation wide and service specific rules, code of conduct, policies and procedures</li> <li>Understand and demonstrate the ability to apply the legislation related to the Privacy Act, Health and Disability Commissioners Act, Health &amp; Safety at Work Act 2015, Health Practitioners Competency Assurance Act and MOH regulations</li> </ul>
<b>Health, Safety and Wellbeing</b>	
The employee has obligations and duties under the Health and Safety in Health and Safety at Work Act 2015. These are detailed within the Health and Safety Policy.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Te Whatu Ora Health and Safety policy/procedures <ul style="list-style-type: none"> <li>You actively encourage and challenge your peers to work in a safe manner</li> <li>Work towards creating an atmosphere where staff support each other, and workplace violence and bullying is not tolerated</li> </ul> </li> <li>Effort is made to always strive for best practice in Health and Safety</li> <li>Participating in the Health and Safety Programme, Infection Control, Policies, Procedures and Training as an integral part of your position.</li> <li>Ensuring that all work is carried out safely.</li> <li>Identify and record all hazards, accidents and incidents including near misses and unexpected outcomes on Safety First.</li> <li>Ensuring that all legislative requirements for the work are complied with. Adhering to the requirements in the Policy.</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</li> </ul>

	<p>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</p> <ul style="list-style-type: none"> <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> <li>• Practice in a culturally safe manner, demonstrating clear understanding of the Treaty of Waitangi and deliver a service by acknowledging the principles of said Treaty, particularly those related to partnership, participation and protection.</li> </ul>
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**Security**

<p>Adherence to all protocols, practices and legislation concerning the security of patients/whanau, staff and visitors.</p>	<ul style="list-style-type: none"> <li>• You are required to always wear your identification badge on site or when carrying out official duties.</li> <li>• Notify HR of any changes required on your I.D badge.</li> <li>• Report any suspicious or unusual occurrence.</li> <li>• Complete appropriate form on Safety First for any incident which has or might have compromised the safety of staff, patients and/or visitors.</li> <li>• Adhere to the Privacy Act 1993 and the Health Information Privacy Code 1994 in regard to the non-disclosure of information. Except in the proper performance of the services, the employee will not use or disclose to anyone any confidential information which belongs to or concerns Te whatu Ora, its employees or patients. For the purpose of this agreement, “Confidential Information” means any information which is not known to the public generally and includes patient notes and business information</li> </ul>
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**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:

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Te Whatu Ora,  
Oamaru Hospital Southern Position description

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Employee’s initials: \_\_\_\_\_

Authorised by: Employer’s initials: \_\_\_\_\_

Employee name and signature

Date

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Manager name and signature

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Date