



JOB DESCRIPTION FORM

HSS REGISTERED

Clinical Midwife Manager

Nurses and Midwives Agreement - SRN 4

Position Number: 00006496

**Obstetrics, Gynaecology & Imaging Directorate / Midwifery Group Practice - Hospital,
 Labour & Birth Suite and Maternal Fetal Assessment Unit
 Women and Newborn Health Service**

Reporting Relationships

Midwife Co-Director
 SRN 10
 Position Number: 00007264



Coordinator of Midwifery
 SRN 7
 Position Number: 00013571



This Position



← Also reporting to this supervisor:

- Clinical Midwife Consultants
- Clinical Midwife Managers
- Clinical Nurse Midwife Manager
- Clinical Nurse Midwife Specialist
- Clinical Midwife Specialist
- Midwife Manager

Directly reporting to this position:

Title	Classification	FTE
Clinical Midwife – Area Manager	RM 2	1.0
Clinical Midwives and Midwives	RM 2 RM 1	
Staff Development Midwives	RM 2	
Graduate Midwives	RM 1	

Other positions under control

- Midwifery Students (in collaboration with DNAMER and Universities)

Prime Function / Key Responsibilities: Is to provide managerial and clinical consultancy within assigned area of specialties across hospital services and external sites. Responsible for human and material resource management and environmental safety within assigned clinical area/s. Develops standards of clinical and management practice, implementing changes to practice and initiating research and quality improvement activities to ensure the delivery of safe, quality patient care. Demonstrates professional leadership and role modelling. Ensure safe staff levels and appropriate skill mix to provide safe clinical patient care with in Labour and Birth Suite MFAU and assigned MGP groups.

Brief Summary of Duties (in order of importance)

1. Aligns operational activities to the organisation's objectives. Responds in a positive and flexible manner to change and uncertainty.
2. Manages the team to ensure safe delivery of health services in line with agreed ABF/ABM and NHpPD parameters and ensures variations are appropriately managed.
3. Provides clinical leadership, education and consultancy to patients and health care professionals and providers, both internal and external to the service and/or hospital, including attendance at appropriate meetings and membership of appropriate committees.
4. Facilitates the provision of advanced and complex patient care by promoting a multi – disciplinary approach, both internally and with external HSP's.
5. Collaborates and benchmarks with other Health Service Provider's to implement evidence based best practice to ensure safe care is delivered to patients.
6. Analyses research to determine clinical and management trends; within midwifery practice and midwifery continuity of care models. Develops and monitors compliance standards and policies, to promote innovative methods and techniques to influence change and ensure the delivery of effective, evidence based practice.
7. Manages human and material resources whilst facilitating appropriate safe quality patient care by ensuring that the staff levels are of an appropriate skills mix. Is responsible for recruitment to the funded establishment levels. Facilitates staff accessing resources for coaching as well guides staff in performance management.
8. Liaises with the Clinical Midwife Consultant/s on complex clinical issues and the allocation of staff according to clinical need and available resources.
9. Develops and implements business plans and strategies whilst ensuring all of the Emergency Management Procedures and Business Continuity Plans are current
10. Aligns the unit with Public sector standards by conforming to OSH Legislation with awareness of how this legislation impacts on employment and service delivery. Liaises with HR and OSH to manage Workers compensation and return to work programmes.
11. Ensures clinical documentation and all other information is correctly collected, recorded and stored.
12. Promotes a positive work place culture and participates in team building and decision making.
13. Develops professional skills consistent with the Australian Nursing and Midwifery Practice Standards in self and others by participating in, and promoting, staff development and other educational and professional programs.

NMHS Governance, Safety and Quality Requirements

14. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
15. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
16. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
17. Completes mandatory training (including safety and quality training) as relevant to role.
18. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, Women and Newborn Health Service and Departmental / Program specific policies and procedures.
19. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
20. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Midwife by the Nursing and Midwifery Board of Australia.
2. Demonstrated extensive knowledge, experience and leadership/management in area of specialty.
3. Demonstrated ability to work independently or within a collegiate team situation, using effective interpersonal, communication and problem solving skills.
4. Demonstrated people, financial and material management abilities commensurate with the role.
5. Demonstrated knowledge and application of quality improvement initiatives using research principles to support evidence based practice.
6. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Possession of, or significant progress toward, a post-graduate qualification in management and/or area of specialty.
2. Demonstrated computer literacy, in particular, competence with office productivity applications.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: