

## POSITION DETAILS

Position Title:	<b>Registered Midwife</b>
Classification:	Level 1
Department:	Obstetric & Gynaecological Unit
Reports To:	Unit Manager
Staff Reporting To:	

## GENERAL OBLIGATION OF STAFF

	<p><b>In addition to your specific duties it is the expectation of the Hospital that you will:</b></p>
1.	Promote and abide by the Ramsay Way (attached).
2.	Support and contribute to the achievement of the clinical, teaching, research and organisational goals of the Hospital as an active member of the Hospital community.
3.	Support and contribute to the achievement of continuous quality improvement in the delivery of services to customers.
4.	Exercise proper courtesy, consideration and sensitivity in dealings with patients, members of the public and other employees.
5.	Act with integrity in the performance of your official duties and in the use of official equipment and facilities.
6.	Maintain the strict confidentiality of patient, employee and other information.
7.	Participate in the systematic continuing development of your own work performance and skills.
8.	Comply with all legislative requirements in the work place including occupational safety and health acts and workers' compensation.

## KEY FUNCTIONS / RESPONSIBILITIES OF THE POSITION

1.	The Registered Midwife is responsible for providing a high level of quality care to all patients in line with the core values and the strategic direction of both the Hospital and Ramsay Health Care.
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## SPECIFIC DUTIES OF THE POSITION *including but not limited to:*

### **Essential**

1. Relevant midwifery registration with the Nursing & Midwifery Board of Australia
2. Effective communication skills and interpersonal skills
3. Proven ability to work effectively in a team environment and independently as required
4. Ability to plan and coordinate patient care
5. Excellent time management skills
6. Recent clinical experience in the desired obstetric and gynaecological area

### **Desirables**

1. Knowledge of the legislative requirements in relation to nursing practice
2. Sound computer skills
3. Certified lactation consultant (IBCLE) or expertise in management and advice on breastfeeding to parents
4. Group facilitation skills

### **Personal & Professional Development**

1. Act in a professional manner at all time when dealing with the health care team, clients, their families and the wider community
2. Maintain continuous Professional Development Portfolio/Educational Attendance in line with the requirements of the Nursing & Midwifery Board of Australia and the Health Professions Registrations Act 2007
3. Accept responsibility for maintaining and strengthening own clinical practice, competency, knowledge and expertise in the area of clinical speciality
4. Continually update knowledge in regards to speciality area and evaluate own performance to identify strengths and areas where professional growth can occur
5. Actively seek out education and further learning to ensure skill set meets the needs of the department case mix
6. Systematically examine and question clinical practices, findings, applying and evaluating research evidence in conjunction with clinical expertise to support efficient and cost effective practice and improved patient outcomes.
7. Take responsibility and be accountable for, own nursing/midwifery practice
8. Positively promote the company in a positive manner both internally and externally
9. Preceptor new staff, graduates and undergraduates within the department to support skill and knowledge acquisition

10. Demonstrate a good work ethic that includes punctuality, integrity, respect of others and a commitment to professional practice
11. Maintain confidentiality on all issues relating to the Hospital, patients, customers and colleagues
12. Understand and adhere to all Ramsay policies including the Ramsay Code of Conduct, Confidentiality Privacy & Intellectual Property Policy, Safety Community & Environment Policy and Discrimination, Bullying & Harassment Policy.
13. Dress and personal presentation reflect the requirements of the Ramsay Health Care Policy dealing with Dress Code and Appearance Standards.
14. Adhere to all Hospital policies including the Infection Control Policy
15. Participate in the annual performance Development Review process
16. Attend all mandatory training sessions provided by the organisation and be actively involved in other training and development as required

### **Customer Service/Customer Relations**

1. Treat all customers with respect and equality whilst meeting all aspects of their care in a timely and professional manner
2. Ensure patients are aware of and have their Rights & Responsibilities respected
3. Contribute to resolution of complaints related to patient care and service delivery
4. Recognise and tolerate individual differences in others including gender, sexual preferences, age, disability and culture in line with Ramsay Health Care Workplace Diversity Guidelines
5. Answer telephones promptly and courteously
6. Provide timely and accurate information in response to queries by patients, visitors and other customers
7. Maintain positive relationships and strong communication networks with doctors, patients and other stakeholders so that quality clinical outcomes are achieved
8. Provide excellent customer service at all times in line with facility service standards/customer service principles

### **Teamwork & Communication**

1. Demonstrate the ability to work both independently and within a team structure
2. Behave in a friendly and supportive manner to other employees
3. Work collaboratively and cooperatively with all members of them team
4. Attend work as rostered and on time, and if unable to attend, provide sufficient notice so that appropriate action can be taken
5. Resolve any workplace conflict in a professional manner through the correct organisational

processes

6. Assist new members of staff to effectively perform their role including orientating and helping them to support skill and knowledge acquisition
7. Demonstrate sound communication skills both written and verbal
8. Attend departmental meetings and read relevant communications while contributing to improving standards of services in line with the needs of the Hospital it's customers
9. Support and assist Ramsay managers in their objective to make Ramsay a leader in corporate responsibility by reducing its impact on society and the environment and fostering an understanding of the principles of corporate responsibility
10. Maintain active communication between patients, families, staff, doctors and other team members and other health care professionals as required (ie. Allied Health Staff)
11. Identify discharge needs of all patients and communicate needs to the relevant team members and other health care professionals as required
12. Delegate and offer direct and indirect supervision to registered Nurses, Enrolled Nurses, Undergraduate students, Graduates and new employees

### **Occupational Health & Safety Responsibilities**

1. Work in accordance with all safe working policies/procedures of the facility
2. Take reasonable care of themselves and others who may be affected by their actions
3. Take all actions to avoid, eliminate or minimise hazards
4. Seek information to make sure they are able to competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work
5. Report all incidents/ injuries
6. Attend all mandatory training as scheduled by their facility

### **Technical Skills & Application**

1. Responsible for maintaining a high level of care for women, babies, gynaecological patients and their families
2. Responsible for completing all organisational mandatory training
  - Basic Life Support +/- SAED
  - Neonatal Resuscitation
  - CTG monitoring/Foetal Surveillance (as designated by the unit)
3. Responsible to ensure all other department/specialty specific competencies are completed within designated time frames

4. Continually assess and monitor the functioning of family members in residence to promote their well-being
5. Responsible to ensure current clinical knowledge and practice in the management of obstetric emergencies
6. Check, prepare and administer all medications in accordance with relevant legislation and organisational policies and procedures
7. Assess physical and emotional need of patients and/or neonates in your care while continuing to form partnerships and plan ongoing care
8. Accurately assess a patient's condition at a given time and report any inconsistent or significant changes to the Registered Midwife in charge/Unit Manager/Registrar/Obstetrician/Paediatrician/Psychologist/Gynaecologist
9. Initiate management of obstetric/gynaecological emergencies until Medical Practitioner arrives
10. Offer contemporaneous information and education on breast feeding and assistance with establishing breast feeding that reflects researched based best practice
11. Practice within scope of practice and skill set
12. Participate in patient education as required
13. Participate in planning, delivery and evaluation of care
14. Participate in clinical handover in line with national standards
15. Observe and implement Infection Control policies and procedures
16. Maintain legible, accurate, complete, contemporaneous records of patient care that have been signed and dated in line with hospital policy and legal requirements
17. Utilise equipment and resources effectively & efficiently

### **Quality / Continuous Improvement**

1. Promote best practice in line with organisational policies and procedures
2. Support and participate in improvement programs as highlighted in staff or patient satisfaction surveys, including addressing any individual needs highlighted or assisting to implement improvement action plans (eg. Press Ganey surveys)
3. Be involved and support continuous improvement projects and audits being undertaken in the department and the organisation
4. Actively participate in audits in clinical areas to demonstrate the national standards and relevant accreditation frameworks
5. Actively support continuous improvement programs involving state health services, accreditation and other regulatory bodies

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### CERTIFICATION

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

#### Department Head / Manager

#### HR / Executive

Signature:

Signature:

Date:

Date:

**Occupant:** I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Signature:

Full Name:

Date:

## **The Ramsay Way**

We are caring, progressive, enjoy your work  
and use a positive spirit to succeed

We take pride in our achievements and actively seek  
new ways of doing things better

We value integrity, credibility and respect  
for the individual

We build constructive relationships to achieve positive  
outcomes for all

We believe that success comes through recognizing and  
encouraging the value of people and teams

We aim to grow our business while maintaining  
sustainable levels of profitability, providing a basis for  
stakeholder loyalty