

## Position Description

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<b>Position title:</b>	Post Graduate Midwife
<b>Department:</b>	Maternity Services
<b>Classification:</b>	Registered Nurse Midwife Grade 2, Year 2 – 10 (YS2 - YS11)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
<b>Reporting to:</b>	Team Leader

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## Department/Unit Specific Overview – Maternity Services

The Women's Graduate Midwives – Team Care, are afforded the opportunity to gain midwifery experience across the continuum of maternity services including pregnancy day care, antenatal complex care, antenatal clinic, birth centre and postnatal care through a rotational program.

### Position purpose

The Post Graduate Midwife will be in the first year of professional practice as a registered midwife participating in the Graduate Midwife Program. The Program provides the opportunity for the newly registered midwife to develop confidence in the provision of care to women during pregnancy, birth and the postnatal period. The Graduate will be provided with formal professional development days, structured rotations, clinical support and orientation into each clinical area. The Graduate will be known as a team midwife and allocated to one of the three teams as defined by the TeamCare Model of care at the Women's.

The Graduate is responsible for providing care to women and their families within a multidisciplinary team environment, working collegially with other health professionals. The Graduate works under the leadership of a more senior staff member, usually Associate Unit Manager, to achieve the best possible outcomes for women, mothers and infants in their care and ensures that services provided are:

- Women focused to respect the rights, needs and expectations of the woman
- Integrated and consistent
- Evidence-based
- Supportive of a learning environment for all colleagues.

### Key responsibilities & Major Activities

The Graduate has responsibilities across the following areas:

#### Supporting the Team Care Model

- Advocates for the concepts of continuity of care and comprehensive midwifery – led care as defined by the RWH Team Care Towards 2008 Model
- Supports the planning and implementation of the Team Care model
- Liaises with relevant staff across the hospital to ensure awareness of the Team Care model
- Has an email address at the RWH and routinely accesses / utilises email communication

#### Providing Clinical Care

- Provides care for all women across the pregnancy and childbirth continuum and beyond, both in the hospital and the community
- Provides fundamental care to women in labour: includes admission observations and history taking, CTG observation and interpretation, acting as second midwife at a birth, neonatal resuscitation and provision of midwifery care during a caesarean section.
- Collaborates with medical staff and other health professionals as determined by a woman's need for care.

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- Refers women to medical staff and other health professionals when complications or deviations from normal occur.
- Works professionally, safely and effectively, in accordance with RWH Clinical Practice Guidelines (CPG's), policies and procedures.
- Appropriately assesses, plans, implements, evaluates and contemporaneously documents nursing, midwifery and neonatal care.
- Is approachable and receptive to the provision of clinical assistance to others when required or requested
- Attends and participates in team / unit meetings and other service meetings as required to assist in maintaining clear lines of communication and information exchange within the team.
- Provides appropriate responses to all relevant emergency situations and takes responsibility for ensuring that all compulsory emergency training competencies have been completed.
- Actively participates in multidisciplinary handovers.
- Maintains a professional approach and respects the needs of women, visitors and other health professionals.
- Maintains an awareness of team / unit clinical outcomes and provides feedback/information to the team AUMs (and Team Leader / Nurse Unit Manager) on a regular basis.
- Aims to maximise continuity and consistency of care for team women across the continuum.
- Supports the training /education needs of the team members, by facilitating opportunities for learning
- Demonstrates support of colleagues
- Provides orientation / preceptoring / mentoring to staff/students as delegated.
- Acts as a role model in maintaining professional standards for junior staff e.g. students

### **Quality and Safety**

- Participate in the development and implementation of CPG's, policies and procedures and other quality improvement activities as requested.
- Supports any projects (including research projects) within the team.
- Ensures all incidences and near misses are identified and reported, and they are used to promote reflection and learning within a supportive environment underpinned by a no-blame philosophy. Ensures the Midwifery Team Leader / Nurse Unit Manager is informed as appropriate.
- Be aware of and work in accordance with Hospitals policies and procedures, including Infection Control, Occupational Health and Safety, Equal Employment Opportunity and Confidentiality.
- Has an understanding of and commitment to Baby Friendly Hospital Initiative (BFHI) and re-accreditation processes.

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## **Information Management**

- Use of the Women's electronic medical record (EMR) where required to fulfil the duties of this position
- Utilise and promote use of Information Technology within the department
- Ensure that accurate information and records are maintained as stated in the hospital policy
- Ensure that all documentation meets the requirements of Health & Community Services
- Ensure patient confidentiality is maintained at all times
- Maintain an awareness and access all hospital communications (e.g. email, bulletins, notes at ward meetings, communication books)
- Ensure awareness of code of conduct regarding email and internet use of hospital computers.

## **Safe Practice and Environment**

- Practices within the guidelines of the Women's Policies and Procedures
- Participates in the prompt, competent management of any emergency with particular attention to the safety of all patients, personnel and members of the public within the hospital
- Minimises the risk of fire, chemical, infective and security hazard to patients, visitors and fellow staff through compliance with the organisations emergency response policies and procedures
- Ensures that infection control measures in the Team comply with the organisation's Infection Control guidelines, policies and procedures
- Actively promotes waste minimisation and recycling

## **Improving Performance**

- Actively involved in personal professional development
- Actively participate in the Graduate Midwives Performance Development Program
- Actively involved in Maternity Services education including mentoring and preceptorship
- Participate in research and quality activities
- Completes all required mandatory competencies in a timely manner
- Attends all Graduate Program Professional Development days

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## Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

## Key selection criteria

### Experience/Qualifications

- Registered Midwife with AHPRA
- Demonstrated customer focus
- Demonstrated high level verbal, written and electronic communication skills
- Understanding of and commitment to Baby Friendly Hospital Initiative accreditation
- Understanding of the commitment to the Organisation's strategic direction, and relevant policy / guidelines
- Demonstrated commitment to the professional role of the midwife in providing comprehensive care for well women throughout the pregnancy/childbirth process
- Understanding of the collegiate role of the midwife in the care of women who require more complex management during the pregnancy/childbirth
- Current Working with Children's Check

### Attributes

- Commitment to the values and healthcare philosophy of The Women's
- Excellent communication skills
- Ability to work individually and with others
- Ability to undertake and fulfil all aspects of the job description
- Adherence to the Hospital Code of Conduct (Code of Conduct for Victorian Public Sector Employees)
- Has a professional demeanour
- Is committed to ongoing professional development and continually identifies professional development goals and pursues opportunities for learning
- Values reflective practice / clinical supervision and accesses support, assistance, advice and debriefing as required

## Organisational relationships

### Internal relationships

- Midwifery Educator / Graduate Midwife Program Coordinator
- Team Leaders and Associate Unit Managers
- Clinical Support Midwives/Educators
- Clinical Staff within rostered area
- Clinical Education Team
- Medical Staff
- Allied Health Professionals

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- Women and their families

## External relationships

- External Health facilities/organisations
- General Practitioners
- External health professionals
- Community care providers

**Direct reports:** 0

**Indirect reports:** 0

**Budget responsibility:** 0

## Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical Demands	Frequency
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Prolonged/Constant
<b>Sitting</b> – remaining in a seated position to complete tasks	Occasional
<b>Standing</b> – remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<b>Lean forward / forward flexion from waist</b> to complete tasks	Occasional
<b>Trunk twisting</b> – turning from the waist to complete tasks	Rare
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Rare
<b>Squatting / crouching</b> – adopting these postures to complete tasks	Rare
<b>Leg / foot movement</b> to operate equipment	Rare
<b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting / carrying</b> – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5–10 kilos	Rare
– Heavy lifting and carrying – 10–20 kilos.	N/A
<b>Push/Pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10–20 kg	Rare
– heavy push / pull forces over 20 kg	N/A
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head / Neck Postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers / hands	Occasional
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Prolonged/Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Prolonged/Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift.	Prolonged/Constant
Psychosocial demands	Frequency
<b>Observation skills</b> – assessing / reviewing patients in /outpatients	Frequent
<b>Problem Solving</b> issues associated with clinical and non-clinical care	Frequent
<b>Attention to Detail</b>	Frequent
<b>Working with distressed people and families</b>	Occasional
<b>Dealing with aggressive and uncooperative people</b>	Rare

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Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Occasional
<b>Definitions used to quantify frequency of tasks / demands as above</b>	
Prolonged / Constant	70–100 % of time in the position
Frequent	31–69 % of time in the position
Occasional	16–30% of time in the position
Rare	0–15% of time in the position
Not Applicable	

## Employee awareness and responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including:
  - Code of Conduct
  - Confidentiality
  - Data Accountability Framework
  - Infection Control
  - Occupational Health and Safety
  - Patient Safety
  - Performance Development Management
  - Respectful Workplace Behaviours
  - Risk Management
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Our vision is a future free from violence in which healthy, respectful relationships are the norm. The Women's expect all staff to contribute to a culture that promotes gender equity, respect and a safe working environment.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.

As a consequence all staff are responsible and accountable to ensure that (within their area of work):

- Data recording and reporting, (including RWH external reporting) is timely, accurate (i.e. error free) and fit for purpose
- Data management system policies and control processes are complied with on all occasions
- Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.

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- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

### Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

### Statutory Responsibilities

- OHS Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct
- Health Practitioner Regulation National Law Act (2009)
- Registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Drugs, Poisons and Controlled Substances Regulations 2006

### Declaration

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

Employee Name:

Employee Signature:

Date:

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**Developed date:** May 2025

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**Developed by:** Jillian Blackman & Gabrielle Pegan, Clinical Education Graduate Program Coordinators

**Date of next review:** May 2026

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