

Position Description

Position title:	Graduate Midwife – Team Care Post Natal -GNMP25
Department:	Maternity Services
Classification:	Registered Nurse Midwife Grade 2 Year 1 (YP2)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Team Leader

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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About the department/unit – Maternity Services

XThe Women's Graduate Midwives – Postnatal, are afforded the opportunity to gain midwifery experience in postnatal care, providing holistic and family centred care to mothers, babies and families on The Women's Postnatal wards.

Position purpose

The 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 families in the Women's postnatal wards. The Graduate will be provided with formal professional development days, clinical support and orientation.

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

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 accessing postnatal care
- Collaborates with medical staff and other health professionals as determined by a woman's need for care.
- 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.

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- 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 and bedside 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.

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

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- 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

Key Performance Indicators (KPI's)

The following KPI's for this position will be reviewed as part of the Performance Development Program:

- Interaction with Clients: The graduate midwife interacts with women and/or newborn infants and their families in a sensitive, culturally appropriate and client centred manner.
- Clinical Skills: The graduate midwife displays a high degree of competence, confidence and maturity commensurate with the skills expected of a novice practitioner. All mandatory training and competency requirements are met within the required timeframe.
- Passion for the Profession: The graduate midwife demonstrates enthusiasm and commitment for the midwifery profession and to The Women's.
- Communication skills: The graduate demonstrates a customer focused approach to the Hospital's clients and members of their families, and communicates professionally with all members of the health care team and the wider hospital community.
- Professional Development: The graduate midwife actively pursues opportunities to build on existing knowledge and skills.

Key selection criteria

Experience/Qualifications

- Registered Midwife with AHPRA
- Demonstrated customer focus

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- 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 Educators / Lead – Graduate Programs
- Team Leaders and Associate Unit Managers
- Clinical Support Midwives/Educators
- Clinical Staff within rostered area
- Clinical Education Team
- Medical Staff
- Allied Health Professionals
- Women and their families

External relationships

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

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

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Attention to Detail	Frequent
Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Occasional

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

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.

Declaration

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

Developed date: 16/01/2026

Developed by: J. Blackman

Date of next review: (12 months from now)

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