



the women's
the royal women's hospital
victoria australia

Position Description

Title	Caseload Midwife
Department	Maternity Services
Classification	Registered Midwife Grade 2 Year 2-8 Midwife/ Clinical Midwife Specialist (YS2-YS8, YA99)
Agreement	NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016-2020 and its successor.
Responsible to	Caseload Midwifery Team Leader

The Royal Women's Hospital

Since 1856, the Royal Women's Hospital (the Women's) has been providing health services to women and newborn babies in Victoria. Today, the Women's is one of Australia's leading specialist public hospital dedicated and advocating for the health and wellbeing of women and newborns. Through our campuses at Parkville and Sandringham and by supporting ten research centres, the Women's is advancing healthcare for women in maternity services and the care of newborn babies, gynaecology, reproductive services, women's health and women's cancer services.

The Women's Declaration

The Women's believes that health equity for all women is more than a vision; it is the essence of who we are and what we do encompassing our values, role and purpose.

We recognise that sex and gender affect women's health and healthcare
We are committed to the social model of health
We will care for women from all walks of life
We will lead health research for women and newborns
We will innovate healthcare for women and newborns
We will be a voice for women's health
In everything we do, we value courage, passion, discovery and respect

Further information on our organisation including our strategic plan is available at www.thewomens.org.au.

Department/Unit Specific Overview

Caseload midwifery is a midwifery led care program offered at the Women's Hospital. Caseload, historically known as COSMOS, from a world-renowned randomised control trial by La Trobe University and the Women's hospital in 2007.

We have since built on this model of care and now not only offer Caseload care to low risk women but now provide options for our Aboriginal and Torres Strait islander women babies and families, as well as women/ families experiencing social inequity. In 2025 the RWH is further expanding our options for women within the caseload model of care to include a home birth service for low risk women.

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Caseload midwives work in small teams of 4-6 midwives.

A full time caseload midwife will care for up to 45 of their own women per year, and work as the back the backup midwife for teammates. This position is entirely on call, with four clear days off per fortnight, with a changing roster agreed upon by the team and the individual. The caseload role requires a minimum of 0.8 EFT with a pro rata caseload of women allocated and the days off would be 6 per fortnight. The on call roster ensures protection of days off which is important in maintaining a work life balance for our caseload midwives.

Position Purpose

To provide midwifery care for an allocated group of low risk women across the continuum of pregnancy, labour, birth and the postnatal period, in consultation with other clinicians as appropriate. At the same time:

- Acknowledging the social model of health and the importance of this in providing socially, culturally and individualised care.
- Empowering all childbearing women and their families within a service that embraces both continuity of philosophy and consistency of advice and information.
- Women / person focused.
- Integrated and consistent.
- Evidence based.
- Supportive of a learning environment.
- Promote continuity of care and carer.

The caseload midwife must demonstrate a broad range of midwifery skills and knowledge to provide care relevant to the woman's needs across the childbearing continuum. The caseload position can be seen as the key contact with women and their families. In most instances women and their families will interact more with their caseload midwife than any other carer.

Responsibilities & Major Activities

- Respects the dignity, culture, values and beliefs of women and significant others in the provision of midwifery care.
- Promotes and supports the health, well-being and informed decision-making of women in the provision of midwifery care
- Completes assessment of the health status of the woman by interview, observation, family interview, and by interpreting reports and other data.
- Upholds the professional standards set by the Women's, the Nursing and midwifery Board of Australia.
- Demonstrates an awareness, understanding and utilisation of evidence-based practice
- Develops and maintains a therapeutic and professional relationship with women and their families whilst maintaining appropriate professional boundaries.
- Demonstrates a commitment to planned, quality care and quality care improvements.
- Effectively communicates to the multidisciplinary care team and accepts responsibility for outcomes.
- Has an email address at the RWH and routinely accesses / utilises email for communication.

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In addition, the caseload midwife should demonstrate:

- An interest in providing continuity of care (demonstrated by a commitment to the philosophy and aims of the program and the provision of consistent information) and continuity of carer in partnership with women and their families. The midwife will be a member of a caseload team.
- Documentation that meets professional and legal standards.
- Knowledge of the acute health environment and the community setting to enable referral to appropriate services.
- The ability to fulfil competencies specific to their area of caseload practice.
- Participation in unit-based quality and/or research projects to improve the standard of midwifery care.

Providing Clinical Care

- The ability to plan, develop and document, in partnership with the woman and other health care professionals.
- Care throughout the pregnancy, the intra-partum and postnatal periods.
- Health education for women and families and other family supports.
- Discharge plans and facilitate referrals to Maternal and Child Health Services and other appropriate community supports.
- Work professionally, safely and effectively, in accordance with RWH Clinical Practice Guidelines (CPGs), policies and procedures.
- Appropriately assess, plan, implement, evaluate and document care.
- Is open, approachable and able to provide clinical assistance to others when requested.
- Participate in Team meetings and other service meetings as required in order to ensure appropriate communication.
- Provide appropriate response to all relevant emergency situations and ensure that all compulsory emergency training competencies have been completed.
- Actively participate in multidisciplinary handovers as required.
- Respect the needs of women, visitors and other staff and maintain a professional approach to all interactions.
- Collaborate effectively and in a timely manner with medical staff in the provision of care.
- Be aware of clinical outcomes for the Caseload team and provide feedback/information to the caseload manager on a regular basis.
- Attends and supports training / education of the team members.
- Support and provide orientation / mentoring to staff as required.
- Attends Caseload team meetings and ensure appropriate communication within the team during rostered days on call.
- Provide backup care for the women allocated to their other group midwives.
- Organise hours of work to suit the women in your caseload and yourself.
- The appropriate reconciliation of hours to be documented regularly and the caseload allocation to determine the hours of work as outlined in the EBA
- Demonstrates ongoing professional development activities.
- Attends, participates in and actively supports unit-based education programs as well as attends relevant external seminars and conferences.
- Achieves responsibility and accountability for own practice through self-evaluation.
- Demonstrates sound knowledge of team functions and commitment to teamwork.
- Participates in annual performance appraisal process.
- Will support, mentoring and teaching of colleagues, new graduates and students.

Quality and Safety

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- Support any other projects (including research projects) within the Team.
- Ensure all incidents / near misses are identified and reported, and that they are used to promote reflection, learning and improvement within a no-blame environment. Ensure the Midwifery Team Leader is informed as appropriate.
- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality.

Key Performance Indicators

Key performance measures are how you will be measured as meeting the responsibilities of the position listed above. For those that are new employees and recruited as part of the caseload expansion, 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/Competencies

Essential Criteria

- Nursing and Midwifery Board of Australia Registration as a midwife.
- relevant clinical experience with commitment to evidence-based outcomes.
- Demonstrated recent clinical skills to provide midwifery care across the continuum including antenatal care, intrapartum care and postnatal care.
- A willingness to train in homebirth or to support homebirth within caseload
- Ability to plan, prioritise and time manage.
- Able to work effectively and collaboratively in a multidisciplinary team.
- Working within a diverse cultural environment.
- Demonstrated high level of verbal, written and electronic communication skills.
- Recent or planned completion of face to face FSEP education and Evidence of a level 3 practitioner result in the exam.
- Commitment to providing care from a Caseload and Team Care philosophy.
- Understanding of and commitment to the organization's strategic direction, and relevant policy / guidelines.
- Able to work across the continuum of childbearing care with demonstrated sound clinical competencies in all areas of midwifery practice relevant to the NMBA registration obligations.
- Demonstrated commitment to the provision of midwifery care in a continuity of carer model, of which focuses on the woman and her family.
- Demonstrated ability/commitment to provide care according to Clinical Practice Guidelines and protocols.
- Understanding and acceptance of the rostering and on call arrangements related to the Caseload model.
- Being a role model of professional behaviour and clinical excellence within the caseload team and within maternity services.
- Physically able to fulfil the role and responsibilities of Caseload midwifery practice.
- Current Victorian driver's license

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Desirable Criteria

- Experience in home birth as either a primary midwife or a secondary midwife.
- Experience in IV cannulation (or willingness to develop this skill within the first 6 months.)
- Experience in speculum examinations (or willingness to develop this skill within the first 6 months.)
- Experience in perineal suturing (or willingness to develop this skill within the first 6-12 months)
- Water birth accredited or willingness to learn this skill.
- Experience in new born examination or willingness to learn this skill as soon as possible within 3 months of commencing in the role.
- Experience in providing care to women with high dependency needs (or willingness to develop this skill within the first 6- 12 months).

Attributes

- Is committed to a multidisciplinary team approach and values / supports collaboration by a range of professionals in providing care to meet the individual needs of women.
- Is an advocate for women and supports / promotes midwifery led care for low-risk women as well as women centred care for all women.
- Understands the impact of social determinants on health and wellbeing.
- Promotes and supports customer service / involvement and family-centred care.
- Has well developed communication and interpersonal skills and is able to respond to the needs of various staff and hospital departments in a timely, accessible and professional manner.
- Values consultation, collaboration and able to prioritise and make sound clinical decisions.
- Is open and approachable and able to act as a resource to all staff.
- Able to balance competing and conflicting priorities.
- Is committed to ongoing professional development, and continually identifies professional development goals & pursues opportunities for learning, whilst also acknowledging the right of the hospital to designate certain educational sessions as compulsory.
- Values reflective practice/ clinical supervision and accesses support, assistance, advice and debriefing as required.
- Knowledge of the acute health environment and the community setting to enable referral to appropriate services
- Is able to use an evidence-based practice approach in the pursuit of quality midwifery care provision.
- Participation in unit-based quality and/or research projects to improve the standard of midwifery care
- Works within Occupational Health and Safety Guidelines and practices.
- Acceptance of accountability and responsibility for own practice
- Well-developed interpersonal skills including communication, negotiation and conflict resolution skills
- Awareness of own strengths and limitations and how they contribute to the position and the organisation
- Ability to be self-directed, innovative and motivated
- Membership of relevant professional association ACM/ANMF

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Organisational Relationships

Internal relationships

- Other caseload midwives
- Team Leader
- Other midwives in unit and within Maternity Services
- Obstetric staff
- Allied Health staff

External relationships

- Other health providers
- Maternal child and health services
- Other hospital departments
- General Practitioners and referring agencies
- Professional societies and committees

Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

Physical Demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Frequent
Sitting – remaining in a seated position to complete tasks	Occasional
Standing – remaining standing without moving about to perform tasks	Rare
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	Occasional
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	Frequent
– Moderate lifting and carrying 5–10 kilos	Rare
– Heavy lifting and carrying – 10–20 kilos.	Rare
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	Rare
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	Rare
– Gripping, holding, twisting, clasping with fingers / hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Occasional
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Frequent

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Hearing – use of hearing is an integral part of work performance	Frequent
Touch – use of touch is integral to most tasks completed each shift.	Frequent
Psychosocial demands	Frequency
Observation skills – assessing / reviewing patients in /outpatients	Frequent
Problem Solving issues associated with clinical and non-clinical care	Frequent
Attention to Detail	Frequent
Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Rare

Definitions used to quantify frequency of tasks / demands as above

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 Responsibilities and Accountabilities

- 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- maintaining up to date mandatory competencies as well as seeking out other learning opportunities.
 - 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.

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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 (ie 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.
- 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
- Provide evidence that they have received a full COVID-19 Vaccination, or provide evidence from a medical practitioner certifying that an exception applies related to a contraindication to the administration of the COVID-19 vaccination. This includes employees in all roles at the Women's Hospital. This requirement is in line with the directions pursuant to section 200 (1)(d) of the Public Health and Wellbeing Act 2008 (Vic).
- 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.

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

I have read, understood and agree to abide by responsibilities and accountabilities outlined in this position description.

Developed Date: March 2024

Developed by: Caseload Manager

Date Reviewed: March 2024

Date of next Review: September 2024

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