

Position Description

Position title:	Team Midwife
Department:	Maternity Services
Classification:	Grade 2 Midwife, Year 2 – 8 (YS2 – YS9)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Maternity Team Leaders

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

The Pregnancy Day Care Centre, Department of Maternal Fetal Medicine provides tertiary level antenatal care to women with complications of pregnancy. The midwives care for women with various conditions of pregnancy, monitor fetal and maternal wellbeing. They provide support and care for women attending the Maternal Fetal Medicine Clinics working collaboratively within the multidisciplinary team.

Position purpose

The Midwife is responsible for providing care to women and their families within a multidisciplinary team environment, working collegially with other health professionals. The Team Midwife works under the leadership of a more senior member, usually the Associate Unit Manager, and ensures that services provided are:

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

Key responsibilities

Clinical practice

- Appropriately assess, plan, implement, evaluate, and contemporaneously document midwifery care
- Is approachable and receptive to the provision of clinical assistance to others when required,
- Maintain a professional approach and respect the needs of women, visitors and other health professionals
- Maintain an awareness of team clinical outcomes and provide feedback/information to the Team AUMs (and Maternity Unit Managers) and medical team on a regular basis
- Demonstrate a commitment to Baby Friendly Hospital Initiative (BFHI) re-accreditation processes
- Use of the Women's electronic medical record (EMR) where required to fulfil the duties of this position
- Any other duties as required that meet relevant standards and recognised practice

Communication and teamwork

- Attend and participate in team meetings and other service meetings as required to assist in maintaining clear lines of communication and information exchange within the team
- Actively participate in multidisciplinary handovers
- Provide professional and clinical support to colleagues
- Provide orientation/preceptoring/mentoring to staff as delegated
- Be approachable and receptive to the provision of clinical assistance when required and/or requested

Quality, safety and improvement

- Provide appropriate responses to all relevant emergency situations and take responsibility for ensuring that all compulsory emergency training competencies have been completed

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- Ensure all incidents and/or near misses are identified and reported, promoting reflection and learning within a supportive, no-blame environment
- Participate in the development of quality improvement activities as requested

Learning and development

- Support projects (including research projects) within the team
- Remain consistently committed to own ongoing professional development and ensure all mandatory training and competency requirements are met
- Support the training/education needs of team members by facilitating opportunities for learning

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/attributes

Essential:

- Registration with APHRA as a Midwife
- Relevant clinical experience with commitment to evidence-based outcomes
- All mandatory training and competency requirements are undertaken
Achieve a level 3 FSEP score
- Demonstrated willingness to work towards continually developing skills and pursuing opportunities for learning, to enable the provision of care
- Competency in limited ultrasound scanning or willingness to learn
- Competency in Cooks catheter insertion or willingness to learn
- Ability to meet the RWH Maternity Services midwifery skills set (or willingness to work towards developing these skills) of being able to provide fundamental care to women in labour including admission observations and history taking, CTG observation and interpretation,
- Ability to cannulate or willingness to achieve competency
- An understanding of the impact of social determinants on health and wellbeing, and a commitment to advocacy for women and supports
- Commitment to strong customer service and promoting and supporting patient involvement and family-centred care
- Excellent communication and interpersonal skills and the ability to respond to the needs of hospital staff in a timely, accessible and professional manner
- Ability to plan, prioritise and time manage, and balance competing and conflicting priorities
- Experience in working effectively and collaboratively within a multidisciplinary team
- Ability to identify and utilise available resources effectively and efficiently for the delivery of evidence-based midwifery care
- An understanding and respect for cultural diversity of childbearing women and families
- A high level of verbal, written and electronic communication
- A commitment to reflective practice/clinical supervision and accessing support, assistance, advice and debriefing as required
- Embodiment of the Women's values

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Desirable:

- Membership of a Midwifery professional body
- Post graduate qualification in an area of study relevant to the Team Midwife role
- Experience in speculum examinations (or willingness to develop this skill)
- Competency in Cooks catheter insertion, or willingness to learn
- Antenatal Clinic experience or willingness to develop
- Experience in providing care to women with high dependency needs (or willingness to Develop this skill)

Organisational relationships

Internal relationships

- All RWH departments and clinics
- All maternity teams

External relationships

- General practitioners and referring agencies
- Royal Melbourne Hospital

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

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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	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	Occasional
Squatting/crouching – adopting these postures to complete tasks	Occasional
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	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver’s license.	Frequent
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Constant
Problem solving issues associated with clinical and non-clinical care	Constant
Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Rare
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	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.

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- 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.

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: 30th April 2025

Developed by: Marita Walsh

Date of next review: (12 months from now)

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