

Position Description

Position title:	Associate Midwifery Unit Manager
Department:	Maternity Services
Classification:	Associate Unit Manager Year 1 - Year 2 (YW11- YW12)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Midwifery Team Leaders/Unit Managers

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

Caseload midwifery is a model of care that provides continuity of care with a known midwife across pregnancy, labour, birth, and postnatally. The benefits for both mothers and babies include a reduction in babies admitted to the special care nursery, improved breastfeeding initiation, a more positive experience of birth, fewer childbirth interventions and an increased satisfaction of care. Our caseload program currently includes a low-risk stream, a stream for Aboriginal and Torres Strait Islander women, babies and families, a homebirth stream and a stream for women and families experiencing social inequity.

Position purpose

The Caseload Associate Midwifery Unit Manager (AMUM) provides support to the Caseload Midwifery Unit Manager (MUM) and the caseload team to ensure that the highest possible standard of care is provided to every patient. The AMUM holds a leadership role, modelling the values of the Women's and exemplifying patient-centred care. In collaboration with the MUM they maintain the efficient and effective operational management and coordination of the caseload program, overseeing key operational aspects of the service such as rosters, triage/allocations, capacity/demand, etc. They strive to optimise patient satisfaction, efficient administration and multidisciplinary team relationships. In the absence of the MUM, they assume their responsibilities, ensuring safe and effective operation of the caseload service.

Key responsibilities

Leadership and people management

- Support the training, education, mentoring and teaching of caseload midwives, new graduates and students, facilitate the assessment of competencies, and provide constructive, positive and timely feedback of any practice issues to the team member concerned and the Midwifery Management Team (MMT)
- Participate in recruitment and retention of staff to positions within Caseload, utilising strategies to attract, develop and retain
- Take responsibility for the daily rostering of the caseload team, ensuring that there is adequate staffing (within the planned budget) and that the staff are appropriately qualified
- Manage team capacity, forecasting future booking levels based on planned leave etc, monitoring booking levels and ensuring that Caseload places are filled in line with budgeted levels
- Manage the allocation of women across the caseload midwives, maximising equity, and allowing for appropriate learning opportunities/exposure for staff
- Take responsibility for giving feedback to the RWH pregnancy booking clinic, in the event of inappropriate referrals to Caseload
- Support the planning, development, delivery, monitoring, quality assurance, risk mitigation and continuous improvement of the caseload service
- Participate in AMUM and leadership meetings as requested by the MUM
- Participate in team meetings and other service meetings to ensure appropriate communication and collaboration in the provision of care

Clinical practice

- Appropriately triage and assess, plan, implement, evaluate, and contemporaneously document midwifery and neonatal care, in partnership with the woman and other healthcare professionals
- Provide evidence-based care, acknowledging the social model of health, that respects the dignity, culture, values and beliefs of the woman and supports their health and wellbeing
- Facilitate referrals to Maternal and Child Health Services and other appropriate services

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- Maintain appropriate documentation in line with legal requirements
- Complete the appropriate reconciliation of hours paperwork and the caseload allocation
- Provide clinical assistance to caseload midwives when required
- Ensure that material resources are used responsibly and within planned budgets
- Liaise with hotel services, suppliers, biomedical engineering and other hospital personnel regarding the physical environment and equipment
- Provide backup care for women allocated to other group midwives
- Support staff to conduct agreed audits and document and report outcomes to the MMT
- Be aware of clinical outcomes for the caseload team and provide feedback/information to the caseload manager on a regular basis
- Promote and encourage multidisciplinary teamwork and collaboration, and actively participate in multidisciplinary handovers as required
- Address the concerns of women and their families and use appropriate techniques to resolve difficult patient situations and regain their confidence
- Use of the Women's electronic medical record (EMR) where required
- Any other duties as required that meet relevant standards and recognised practice

Innovation, learning and improvement

- Remain consistently committed to own ongoing professional development and ensure all mandatory training and competency requirements are met
- Identify opportunities in own development as a manager, including periods to act up into the Team Leader role
- Contribute to the development of clinical and non-clinical projects (including research projects) within Caseload, in close collaboration with the MMT
- Participate in the development and implementation of Clinical Practice Guidelines (CPG's), policies and procedures
- Participate in performance review and development programs for yourself and staff within the team including maintaining relevant records and documents

Quality and safety

- Support the MUM to ensure the team is aware of and operates in accordance with their OH&S responsibilities dictated in hospital policy and legislation
- Provide appropriate response to all relevant emergency situations
- Promote a supportive learning environment for all clinicians, using incidents and near misses to promote reflection, and learning underpinned by a no-blame philosophy

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
- Three years relevant clinical experience with commitment to evidence-based outcomes
- Demonstrated commitment to a management career path
- FSEP Level 3 Practitioner
- The ability to provide midwifery care across the continuum of antenatal, labour, birth and postpartum, with demonstrated sound clinical competence in all areas of midwifery

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practice (as per the Scope of Practice for Midwives Victoria; ACMI Competency Standards for Midwives)

- 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
- A commitment to reflective practice/clinical supervision and accessing support, assistance, advice and debriefing as required
- Knowledge of the acute health environment and the community setting to enable referral to appropriate services
- Ability to plan, prioritise and time manage and balance competing priorities
- Committed to a multidisciplinary team approach and value and support collaboration by a range of professionals in providing care to meet the individual needs of women
- Experience working within a diverse cultural environment
- Demonstrated high level of verbal, written and electronic communication skills
- Commitment to providing care from a caseload and team care philosophy
- Demonstrated commitment to the provision of midwifery care in a continuity of carer model, of which focuses on the woman and her family
- An understanding and acceptance of the rostering and on-call arrangements related to the caseload model
- Demonstrated willingness to work towards continually developing skills and pursuing opportunities for learning, to enable the provision of care across the continuum
- A current Victorian driver's license and access to car with full insurance, or access to transport, for postnatal care in the home visits and access to hospital
- Embodiment of the Women's values

Desirable:

- Postgraduate qualification in management or working towards
- Previous experience working in a caseload (Midwifery Group Practice) model
- Experience in IV cannulation (or develop this skill within 6 months)
- Experience in speculum examinations (or develop this skill within 6 months)
- Experience in perineal suturing (or develop this skill within 6-12 months)
- Experience in newborn examination or willingness to learn this skill as soon as possible
- Experience in providing care to women with high dependency needs (or develop this skill within 6-12 months)
- Experience in home birth or water birth as either a primary or secondary midwife

Organisational relationships

Internal relationships

- Caseload midwives, Team Leaders and other midwives at the Women's
- Obstetric staff
- Allied Health staff
- Other hospital departments

External relationships

- General practitioners and referring agencies
- Other health providers
- Maternal child and health services
- Professional societies and committees

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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	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	Occasional
– 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	Not applicable
– heavy push / pull forces over 20 kg	Not applicable
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.	Occasional
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	Rare
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

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Employee awareness and responsibilities

- 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:

Developed by:

Date of next review: (12 months from now)

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