

Position Description

Position title:	Caseload Midwife
Department:	Maternity Services
Classification:	Registered Nurse Grade 2 Year 2-10 Midwife (YA2-YA99)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Midwifery Unit Manager

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 with 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

To provide a high standard of midwifery care for women across the continuum of pregnancy, labor, birth and the postnatal period, in consultation with other clinicians as appropriate, and ensuring that this care:

- Recognises the needs and acknowledges the dignity, culture and values of the individual woman and her family
- Empowers all childbearing women and their families within a service that embraces both continuity of philosophy and consistency of advice and information
- Is women-focused
- Is culturally sensitive care
- Is integrated and consistent
- Is evidence-based
- Is supportive of a learning environment

Key responsibilities

Clinical practice

- Appropriately assess, plan, implement, evaluate, and contemporaneously document midwifery and neonatal care, in partnership with the woman and other health care professionals
- Provide evidence-based care that respects the dignity, culture, values and beliefs of the woman and supports their health and wellbeing
- Create discharge plans and facilitate referrals to Maternal and Child Health Services, VAHS and other community supports
- 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) on a regular basis
- Be aware of clinical outcomes for the caseload team and provide feedback/information to the Team AUMs (and Unit Managers) on a regular basis
- Organise hours of work to suit the women in your caseload and yourself, and provide backup care for the women allocated to your team
- Use of the Women's electronic medical record (EMR) where required and ensure documentation meets professional and legal standards
- 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

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- Provide orientation/preceptoring/mentoring to staff as delegated
- Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels

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
- 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 to improve the standard of midwifery care
- 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 midwifery clinical experience with commitment to evidence-based outcomes
- experience working in assessment centre or equivalent triaging pregnancy women i.e. in early labour.
- 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 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 and conflicting priorities

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- 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:

- Holds Water Birth Champion competency at the Women's, or in progress to achieving this competency
- 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)
- Experience in providing care to women with high dependency needs (or willingness to develop this skill within the first 6-12 months)

Organisational relationships

Internal relationships

- Fellow caseload midwives, other caseload midwifery groups and team care midwives
- Medical staff
- Midwifery Unit Managers
- Aboriginal Health Liaison Officers (AHLO)
- Obstetric staff
- Allied health staff
- Social work staff
- Neonatal and Special Care Nursery staff

External relationships

- Maternal and child health services
- External health care providers
- External Hospitals
- General Practitioners and referring agencies
- Professional societies and committees

Inherent requirements

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

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 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: 6/8/2025

Developed by: T. Perry

Date of next review: 6/8/2026

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