



# Position Description

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<b>Title</b>	Team Midwife
<b>Department</b>	Maternity Services
<b>Classification</b>	Grade 2 Midwife, Year 2 – 8 (YS2 – YS8)
<b>Agreement</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
<b>Responsible to</b>	Maternity Team Leaders

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## The Royal Women's Hospital

The Royal Women's Hospital (the Women's) has provided health services to women and newborn babies in Victoria since 1856 and is now Australia's largest specialist women's hospital. The Women's is recognised as a leader in its field, with expertise in maternity services and the care of newborn babies, gynaecology, assisted reproduction, women's health and cancer services.

## The Women's Vision and Values

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.

The Women's Vision is: *Creating healthier futures for women and babies.*

Our values are: *Courage, Passion, Discovery and Respect.*

## The Women's Declaration

The Women's Declaration reflects the principles and philosophies so fundamental to the hospital that they are the foundation on which rests everything we do. This is a declaration of the Women's role, function, purpose and promise:

**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**

## Strategic Directions

The Women's Strategic Plan 2022 - 2025 contains four strategic priorities and fourteen initiatives of strategic focus, to achieve our vision of *Creating healthier futures for women and babies.*

The Women's four strategic priorities are:

1. We provide leading care for women and newborns
2. We partner to create exceptional experiences every day
3. We are the best place to work, learn and contribute
4. We lead and partner to influence change

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## Department/Unit Specific Overview

The Women's at Parkville maternity model of care offers four care pathways for women provided by the obstetricians, registrars, junior doctors, midwives and allied health team. The pathways include:

- Shared Maternity Care with affiliated GP/ midwives
- Caseload - One-to-one midwifery care
- Team Maternity - multidisciplinary care
- Maternal Fetal Medicine (MFM) – comprising of MFM doctors with midwifery support and boutique clinics including WADS, PTL, RMC, FMU, Diab, PMC, and MPU.

The RWH Midwifery Service includes three multidisciplinary Teams that provide care for medium and low risk pregnancies and the maternal fetal medicine program that provides care for high-risk pregnancies. Each of the three multidisciplinary teams provide care for approximately 1900 - 2000 of the women booked for maternity care at the Hospital. The fetal maternal medicine program provides care for 1000-1200 women.

Maternity Services Team Midwives cover the whole pregnancy and childbirth continuum of care from antenatal care, birth, postnatal care, through to home-based visits. Our ultimate goal is that every Midwife has the ability to work in a variety of settings within this model. There is an expectation that all team midwives be confident and competent in at least two clinical areas of maternity services. No team midwife will work in one clinical area exclusively.

## Position Purpose

The Team 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.

## Responsibilities & Major Activities

The Team Midwife has responsibilities across the following areas:

### Clinical Care

- Appropriately assess, plan, implement, evaluate, and contemporaneously document midwifery and neonatal care.
- Advocate for the concepts of continuity of care and comprehensive midwifery led care.
- Provide care for women in at least two areas of the pregnancy and childbirth continuum.
- Demonstrated ability to work across midwifery scope of practice and/or evidence of clinical update and completion of same
- Refer to, and work collaboratively with, medical and other health professionals as and when required.
- Work professionally, safely, and effectively, in accordance with RWH Clinical Practice Guidelines (CPGs), policies and procedures.
- Remain approachable and receptive to the provision of clinical assistance when required and/or requested.
- 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.

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- Provide appropriate responses to all relevant emergency situations and take responsibility for ensuring that all compulsory emergency training competencies have been completed.
- Actively participate in multidisciplinary handovers.
- 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.
- Aim to maximise continuity and consistency of care for team women across the pregnancy and childbirth continuum.
- Support the training / education needs of the team members, by facilitating opportunities for learning.
- Provide professional and clinical support to colleagues.
- Provide orientation / preceptoring / mentoring to staff as delegated

### **Quality and Safety**

- Participate in the development of quality improvement activities as requested.
- Support projects (including research projects) within the team.
- Ensure all incidents and/or near misses are identified and reported, promoting reflection and learning within a supportive, no-blame environment.
- Ensure the Midwifery Unit Manager/s are informed of incidents and/or near misses.
- Escalate incidents and/or near misses in a timely manner as required.
- Provides appropriate support, mentoring and training for all clinicians as requested.
- Demonstrate an understanding and commitment to Baby Friendly Hospital Initiative (BFHI) re-accreditation processes.
- Remain consistently committed to own ongoing professional development and ensure all mandatory training and competency requirements are met.

### **Key Performance Indicators**

Key performance measures are how you will be measured as meeting the responsibilities of the position listed above. These will be set with you as part of your Performance Development plan within the first six months of your appointment to the position.

- Evidence of supporting Team Care by acquiring midwifery skills necessary to provide care across at least two areas of the continuum.
- Contribution to multidisciplinary handover meetings.
- All mandatory training and competency requirements are met.
- Appropriate contribution to support the achievement of KPI's for overall Team Care model.
- Participation in multidisciplinary education sessions and orientation program.
- Evidence of effective communication within the Team.

### **Key Selection Criteria**

#### **Experience/Qualifications/Competencies**

##### **Essential Criteria**

- Registration with APHRA as a Midwife.
- Relevant clinical experience with commitment to evidence-based outcomes.
- Demonstrated willingness to work towards continually developing skills enabling the provision of care across the continuum.
- 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, acting as second midwife at a birth, neonatal resuscitation and provision of midwifery care during a caesarean section.

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- Ability to plan, prioritise and time manage.
- Ability to identify and utilise available resources effectively and efficiently for the delivery of evidence-based midwifery care.
- Experience in working effectively and collaboratively within a multidisciplinary team.
- Respects cultural diversity of childbearing women and families.
- Demonstrated high level of verbal, written and electronic communication skills
  - Understanding of and commitment to the RWH strategic direction, and relevant policy / guidelines.

### **Desirable Criteria**

- Membership of a Midwifery professional body.
- Post graduate qualification in an area of study relevant to the Team Midwife role.
- Experience in IV cannulation (or willingness to work towards developing this skill).
- Experience in speculum examinations (or willingness to work towards developing this skill).
- Experience in perineal suturing (or willingness to work towards developing this skill).
- Experience in providing care to women with high dependency needs (or willingness to work towards developing this skill).

### **Attributes**

- Embodies the Women's values of courage, passion, discovery and respect.
- Is committed to a multidisciplinary team approach and values/supports collaboration by a range of professionals in providing care to meet the individual needs to women.
- Has a passion for midwifery.
- Is an advocate for women and supports / promotes midwifery led care for low-risk women.
- Understands the impact of social determinants on health and wellbeing.
- Promotes and supports customer service / involvement and family-centred care.
- Has excellent communication and interpersonal skills and is able to respond to the needs of hospital staff in a timely, accessible and professional manner.
- Values consultation, collaboration and joint decision-making.
- Is approachable and able to act as a resource for all staff.
- Is able to balance competing and conflicting priorities.
- Has a professional demeanor.
- Is committed to ongoing professional development, and continually identifies professional development goals and 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.

### **Organisational Relationships**

#### **Internal relationships**

- All RWH departments and clinics.
- All Maternity Teams.

#### **External relationships**

- General Practitioners and referring agencies.

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## 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.

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

### Definitions used to quantify frequency of tasks / demands as above

<b>Prolonged / Constant</b>	70–100 % of time in the position
<b>Frequent</b>	31–69 % of time in the position
<b>Occasional</b>	16–30% of time in the position
<b>Rare</b>	0–15% of time in the position
<b>Not Applicable</b>	

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## 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
  - 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.

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
- 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

## Staff Vaccination Requirements

### COVID 19 Vaccination

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 Directions issued by the Secretary pursuant to sections 42(1)(ca) and (h) of the *Health Services Act 1988* (Vic).

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## Influenza Vaccination

In line with the Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Act 2020, some health care workers are now required to have their flu vaccination to work in health care. Evidence of vaccination is required.

As this role fits into category A or B of the departments risk ratings, applicants will be required to have been vaccinated against influenza. Evidence of vaccination is required.

## Statutory Responsibilities

- Health Practitioner Regulation National Law Act (2009)
- Australian Nursing and Midwifery Council:
  - A midwife's guide to professional boundaries (2010)
  - Midwifery practice decision flowchart and summary guide (2010)
  - Code of Ethics for midwives (2008)
  - Code of Professional Conduct for midwives (2008)
  - Midwifery Competency Standards (2006)
- OHS Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct
- 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.**

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**Developed Date:** April 2023

**Developed by:** Midwifery Management Team

**Date of next Review:** April 2024

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