

## POSITION DESCRIPTION

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|--------------------------------------|--------------------------------------------------------------------------|
| <b>Position Title</b>                | <b>Clinical Support Midwife (Maternity Service) Grade 3B</b>             |
| <b>Reports to (Title)</b>            | <b>Director, Clinical Education</b>                                      |
| <b>Group Director/ Chief</b>         | <b>Group Director, Nursing and Clinical Education</b>                    |
| <b>Department</b>                    | <b>Clinical Education</b>                                                |
| <b>Position Location</b>             | <b>154 Wattletree Road, Malvern</b>                                      |
| <b>Award/Agreement</b>               | <b>Salary &amp; Conditions in accordance with Contract of Employment</b> |
| <b>Delegation of Authority Level</b> |                                                                          |

### Position Summary & Role Purpose

The Clinical Support Midwife is an advanced clinical midwife who stimulates enquiry, reflection and the use of evidence in clinical practice to promote excellence in the delivery of clinical care. The Clinical Support Midwife, through point of care education, will assist the Clinical Education Department in providing midwives and novices with the knowledge, skills and behaviors to respond effectively to the healthcare needs of women and newborns within Cabrini's maternity service.

The Clinical Support Midwife will provide staff with facilitated learning experiences in the clinical setting to foster the development of high quality clinical care. The role also contributes to hospital wide education programs within the area of expertise.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Participate in the annual Education Department review and evaluation
- Collaborate with members of the education team, nurse managers and midwives to identify quality and safety or clinical education issues that may require additional resources

##### 1.2 Operational Responsibilities

- Provide point of care education and guidance to staff and novices within the clinical setting and participants of approved education programs, related to their area of expertise
- Ensure provision of midwifery focused education aligns with current evidence-based practice in accordance with Cabrini guidelines, protocols and policies and the NSQHS standards
- Support staff to implement appropriate care and management strategies to respond effectively to women across the continuum of pre, intra and postnatal care as well as newborns within the maternity service
- Support staff to identify women and newborns at risk of clinical deterioration and escalate care appropriately
- Evaluate educational interventions at the point of care to determine their effectiveness in meeting organisational needs

- Support the Clinical Education Department in planning and delivery of tutorials and conducting assessments in the clinical setting related to area of expertise
- Support the Cabrini Transition to Professional Practice (Graduate) Program in the delivery and assessment of midwifery focused sessions
- Promote engagement in clinical learning programs
- Collaborate with the Curriculum Developers to ensure Midwifery focused education programs are meeting the workforce needs
- Collaborate with Clinical Support Nurses to provide optimal point of care education strategies
- Respond to organisational and operational need within the scope of the role classification

### **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

### **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

## **2. Work Health and Safety**

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

## **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

## **4. Child Safety**

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and

practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

#### **Organisational Relationships**

- Reports directly to the Director, Clinical Education
- Maintains a close collaborative working relationship with members of the education team and maternity service nurse unit managers and clinical midwife specialists
- Maintain collaborative working relationship with the Clinical Educator (Transition to Professional Practice) and Clinical Educator (Undergraduate) to ensure novices and undergraduates are supported within the workplace

#### **Committee Membership**

**The Clinical Support Midwife will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Director, Clinical Education

#### **Staff Development**

**The Clinical Support Midwife will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

#### **Key Competencies**

**The Clinical Support Midwife must demonstrate the following requirements:**

##### **ESSENTIAL**

##### **Educational/Vocational**

- Bachelor of Midwifery or Nursing/Midwifery Double Degree or Registered Nurse with Postgraduate Midwifery qualification (or equivalent)
- Certificate IV Training and Assessment (TAE40116) (or willingness to work toward)
- Neonatal Resuscitation certification

##### **Registration**

- Current unrestricted registration as a Registered Nurse/Registered Midwife with NMBA

##### **Experience**

- Minimum 3 years' recent and relevant clinical experience within the maternity specialities
- Facilitation of clinical learning and the provision of performance feedback and remediation processes
- Ability to engage and maintain relationships with stakeholders
- Familiarity with data collection and management processes

## Knowledge

- Sound knowledge of the National Safety and Quality Health Service Standards and evidence based practice related to area of expertise
- Principles of teaching and learning

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## Cabrini Mission, Values and Behaviours that Matter

### Our mission

#### WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

#### WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

### Our values

*Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.*

#### Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

#### Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

#### Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

#### Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

|                               |
|-------------------------------|
| <b>Behaviours that matter</b> |
|-------------------------------|

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

| Behaviours that matter                                                 | Unacceptable behaviours                                                                        |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| We put patient/resident safety first                                   | We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents |
| We ask questions to understand the problem                             | We jump to conclusions and look for someone to blame                                           |
| We admit when we make a mistake and seek a solution                    | We try to cover up or make excuses for mistakes                                                |
| We look for opportunities to improve our care and services             | We resist or sabotage change                                                                   |
| We speak up when we see behaviour that is inconsistent with our values | We encourage or participate in poor behaviour                                                  |

**We are here to provide service:**

| Behaviours that matter                                    | Unacceptable behaviours                    |
|-----------------------------------------------------------|--------------------------------------------|
| We greet everyone warmly                                  | We are rude or discourteous                |
| We are always kind and caring                             | We are arrogant or demeaning               |
| We give our full attention to the person speaking to us   | We are distracted, impatient or dismissive |
| We communicate openly, sensitively and in a timely manner | We are dominating, abrupt or sarcastic     |

**We work together to achieve the best outcome:**

| Behaviours that matter                                             | Unacceptable behaviours                                               |
|--------------------------------------------------------------------|-----------------------------------------------------------------------|
| We are quick to offer help without waiting to be asked             | We refuse to help even when it is clearly required                    |
| We share information readily to promote the best care and services | We withhold information or are competitive to the detriment of others |
| We do as we say we will                                            | We are unreliable or inconsistent                                     |
| We encourage and support each other                                | We berate or humiliate others                                         |
| We give praise for a job well done                                 | We are excessively critical or devalue the contributions of others    |

**We exhibit a positive attitude:**

| Behaviours that matter                         | Unacceptable behaviours                                     |
|------------------------------------------------|-------------------------------------------------------------|
| We approach our day with energy and enthusiasm | We are negative or apathetic                                |
| We look for the best in people                 | We are judgemental and put others down                      |
| We take pride in our personal appearance       | We look dishevelled, dirty or have offensive personal odour |

**We want to build a just and sustainable community:**

| Behaviours that matter                            | Unacceptable behaviours           |
|---------------------------------------------------|-----------------------------------|
| We treat each other fairly                        | We are hostile or abuse our power |
| We use our resources responsibly                  | We are wasteful or extravagant    |
| We consider the environmental impact of all we do | We are thoughtless or careless    |

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

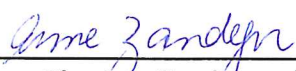
**I certify that this position description is an accurate description of the responsibilities assigned to the role**

**Approved:**

  
\_\_\_\_\_  
Group Director, People & Culture

19/11/19  
\_\_\_\_\_  
Date

**Authorised:**

  
\_\_\_\_\_  
Group Director, Nursing and Education

18/11/19  
\_\_\_\_\_  
Date