

 <p><b>HAWKE'S BAY</b> District Health Board Whakawāteatia</p>	<b>POSITION TITLE</b>	<b>Clinical Midwife Coordinator</b>		
	<b>DIRECTORATE</b>	Communities, Women and Children Directorate	<b>DEPARTMENT</b>	Maternity Services
	<b>REPORTING TO (operationally)</b>	Clinical Midwife Manager	<b>REPORTING TO (professionally)</b>	Midwifery Director
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the Communities, Women and Children Directorate in the Hawke's Bay District Health Board (HBDHB)			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>▪ To provide day to day clinical leadership and coordination of staff, systems and resources of clinical areas to ensure service delivery is safe, high quality, efficient and effective.</li> <li>▪ To be the central point of communication across the inpatient maternity services – ensuring clinical oversight with a consistent and efficient communication pathway</li> <li>▪ To work cohesively with the Clinical Midwife Manager and Senior Midwifery Team, to achieve key accountabilities of the directorate</li> <li>▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Community, Women and Children Service.</li> <li>▪ Is actively involved with project management and will lead selected service improvement activities as delegated by the respective clinical and management leaders.</li> <li>▪ Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans.</li> <li>▪ To recognise and support the delivery of the Hawkes Bay Health Sector vision.</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Clinical Coordination of Inpatient and Outpatient Maternity Services</b></p> <ul style="list-style-type: none"> <li>▪ Day to day management of resource allocation eg staffing, equipment, environment</li> <li>▪ Key interface for liaison with obstetric team, LMCs and other areas of the hospital and Wairoa maternity services</li> <li>▪ Be the single point of contact for all transfers in</li> <li>▪ Improved patient flow to ensure safe, efficient and timely admission, transfer/retrievals and discharge of women</li> <li>▪ Escalate issues as required</li> <li>▪ Work as a CMC team around projects and implementing quality processes</li> <li>▪ Ensure Trendcare database reflects workload, acuity and staffing levels accurately</li> <li>▪ Attend at O&amp;G handovers</li> <li>▪ Coordinate own CMC team meetings</li> <li>▪ Seamless handover of tasks between CMC's</li> </ul> <p><b>Workforce Development</b></p> <ul style="list-style-type: none"> <li>▪ Take a leadership role in clinically based projects and working parties to address organisation wide issues, including implementation of recommendations and project outcomes e.g hand hygiene, specimen labelling.</li> <li>▪ Provide a work environment where staff feel valued and are developed to meet both individual and organisational needs.</li> <li>▪ Information sharing/communication.</li> </ul> <p><b>Quality Clinical Leadership and Practice</b></p> <ul style="list-style-type: none"> <li>▪ Maintains clinical practice at leadership level of the Midwifery Quality Leadership Programme.</li> <li>▪ Provides clinical leadership in the clinical areas, by providing support and development to other staff providing direct care delivery.</li> <li>▪ Provide advice in complex clinical issues across settings and disciplines.</li> <li>▪ Case management of clients with complex needs and identified high service users.</li> <li>▪ Develops and provides expert resources to women, families, and multidisciplinary team.</li> <li>▪ Demonstrates an ability to work across the midwifery scope of practice</li> <li>▪ Provides hands- on Clinical midwifery care when required to ensure clinical safety of consumers and fellow staff</li> </ul> <p><b>Quality Systems</b></p> <ul style="list-style-type: none"> <li>▪ Participates in the development of evidence-based guidelines for maternity unit</li> <li>▪ Participation in accreditation processes</li> <li>▪ Participate in maternity quality and safety initiatives</li> </ul>			

**Supports working in partnership with the woman (and whanau) throughout the maternity experience (in the context of services provided by the DHB)**

- Open and responsive to customer needs.
- Ensures that woman is the focus of care
- Ensures advocacy for woman in the provision of care
- Promotes and supports continuity of midwifery care
- Provides and promotes culturally safe and sensitive care
- Recognises and respects the woman's ethnic, social and cultural context, communicates effectively with the woman and her family/whanau, supports the woman with informed decision-making
- Ensures care planning is formulated and documented in partnership with the woman

**Upholds professional midwifery standards and uses professional judgment as a reflective and critical practitioner**

- Recognises own values and beliefs
- Demonstrates an accurate and comprehensive knowledge of legislation affecting midwifery practice
- Recognises personal responsibility and accountability for their practice across the pregnancy, childbirth and postpartum continuum to the woman, midwifery profession, the community and New Zealand Midwifery Council
- Is aware of and complies with the New Zealand Midwifery Council Code of Conduct
- Is aware of own limitations and consults with others, or seeks advice when appropriate
- Participates in MSR process
- Supports others in developing their practice

**Contributes to own self development**

- Actively participates in in-service education and quality initiatives
- Demonstrates a commitment to ongoing learning and professional development
- Takes opportunities to learn and develop clinical coordination skills and abilities

**Teamwork**

- Treats multidisciplinary team members with dignity, respect and honesty
- Actively participates in and contributes to department goals and activities
- Fosters a team approach to providing solutions in decision making
- Recognises the needs of individuals within the whole team and is supportive of others
- Promotes and actively seeks integrated team work
- Coaches others to develop knowledge and skills, and to accomplish tasks
- Demonstrate an understanding of continuous quality improvement
- Creates strong morale and spirit in his/her team to foster a feeling of belonging
- Fosters open dialogues and joint problem solving and decision making
- Defines success in terms of the whole team and shares wins and successes
- Demonstrates the ability to effectively lead and participate in organisational wide project teams as required

**Communication**

- Builds an effective level of rapport with people within a short period of time
- Communicates clearly in written and verbal forms, responding with respect, empathy, tact and diplomacy
- Provides effective advocacy for women/whanau when required
- Understands and works within privacy and confidentiality requirements
- Is flexible, tolerant and responsive to situations, particularly focusing on effective resolution and de-escalation techniques when dealing with conflict

**Addressing Health inequities**

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whanau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member
- Applies the principles of cultural safety to the midwifery partnership and integrates Turanga Kaupapa within the midwifery partnership and practice

<p><b>HEALTH &amp; SAFETY RESPONSIBILITIES</b></p>	<p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>▪ Not to do anything that puts your own H&amp;S at risk</li> <li>▪ Not to do anything that puts others H&amp;S at risk</li> <li>▪ To follow all health and safety policies and procedures</li> <li>▪ To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
<p><b>KEY WORKING RELATIONSHIPS</b></p>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Clinical Midwife Manager</li> <li>▪ Associate Clinical Midwife Manager</li> <li>▪ Midwifery Director</li> <li>▪ Midwifery Educator</li> <li>▪ Maori midwife Consultant</li> <li>▪ DHB Employed Midwives, Registered Nurses, Care Associates, Allied Health</li> <li>▪ Support Associates</li> <li>▪ Senior Medical Officers, Registrars, Senior House Officers – Obstetrics and Gynaecology, Paediatrics, Anaesthetics, Mental Health, Surgical and Medical services</li> <li>▪ Medical Staff</li> <li>▪ Allied Health Team</li> <li>▪ Support Staff</li> <li>▪ Maori Health Unit</li> <li>▪ Family Harm team (including MWCP)</li> <li>▪ Other departments including Theatre, Emergency Department, Acute wards, ICU, Mental Health</li> <li>▪ Health Service Managers and teams across</li> <li>▪ HBDHB services and specialist community and regional services</li> <li>▪ Health Service Support services</li> <li>▪ Hospital Co-ordination Unit</li> <li>▪ Duty Managers</li> <li>▪ Chief Nursing &amp; Midwifery Officer</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Lead Maternity Carers</li> <li>▪ Well Child Providers</li> <li>▪ General Practitioners</li> <li>▪ Ambulance</li> <li>▪ Oranga Tamariki</li> <li>▪ New Zealand Police</li> <li>▪ Funeral Directors</li> <li>▪ Others DHB's</li> <li>▪ Perinatal Pathologist</li> <li>▪ Women</li> <li>▪ Whanau</li> <li>▪ External Ultrasound providers</li> <li>▪ Primary and NGO sector</li> <li>▪ Regional/other DHB services</li> <li>▪ Ministry of Health/National Health Board</li> <li>▪ HQSC</li> </ul>

<b>DELEGATION AND DECISION</b>	<ul style="list-style-type: none"> <li>▪ As delegated by Clinical Midwife Manager/ Associate Clinical Midwife Manager</li> <li>▪ Works autonomously within the Midwifery Scope of practice as dictated by the New Zealand Midwifery Council to achieve the plan and problem solve complex issues as they arise.</li> <li>▪ Works with Multidisciplinary team to provide care for women outside midwifery scope of practice</li> <li>▪ Supervision of unregulated workforce</li> </ul>
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement or the DHBs/MERAS Multi Employer Collective Agreement, \$86,887 – 96,378/ annum pro rata for hours worked according to qualifications and experience, pro rata for hours worked.
<b>DATE</b>	August 2020
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	Nil
<b>SCOPE &amp; COMPLEXITY</b>	<p>Provide Leadership:</p> <ul style="list-style-type: none"> <li>• Day to day shift coordination</li> <li>• Clinical Expert</li> <li>• Mentor/Coach/Educator</li> <li>• Clinical Supervision</li> <li>• Role Model for other staff regarding professional behaviour, smartness and language</li> <li>• Build relationships</li> <li>• Ensure fair workloads</li> <li>• Adherence to policies/guidelines/Safe practice</li> <li>• Liaison/ Coordination with Midwifery, Nursing, Medical and Allied Health teams regarding care and care planning</li> </ul> <p>Clinical Expert:</p> <ul style="list-style-type: none"> <li>• Suturing</li> <li>• Cannulation</li> <li>• FSE</li> <li>• Lactate</li> <li>• CTG interpretation</li> <li>• Risk assessment</li> </ul> <p>Support Safety of Maternity unit:</p> <ul style="list-style-type: none"> <li>• Fetal Surveillance</li> <li>• Fresh eyes</li> <li>• MEWS/NEWS</li> <li>• Right place of birth</li> <li>• Partograms/Plans of care</li> <li>• Risk assessment</li> <li>• Cultural Safety</li> <li>• Ensure equipment available and working</li> <li>• Manage workloads</li> <li>• Coordination of staffing resource to facilitate safe staffing ratios in relation to acuity</li> <li>• Support use of VRM, Trendcare, Implementation of CCDM</li> <li>• Health and Safety</li> </ul> <p>Support Quality initiatives and Quality Improvement:</p> <ul style="list-style-type: none"> <li>• Project management/leadership</li> <li>• Audits</li> <li>• Event Reporting</li> <li>• Organisation wide initiatives</li> </ul>

## ESSENTIAL CRITERIA

### Qualifications

- New Zealand Registered Midwife
- A current practising certificate with the Midwifery Council of New Zealand

### Experience

- Evidence of recent effective, midwifery experience in a wide range of settings
- Recognised as a positive role model
- High degree of Maturity, stability, and self confidence
- Excellent communicator both verbally and written
- Ability to positively interact with all members of the health care team, consumers and whanau
- Desire to motivate and inspire staff
- Excellence focus

### Key Attributes

- Good communication/interpersonal skills ensuring the ability to interact positively and enable cooperation/coordination between women, their families/whanau and maternity practitioners.
- Positive, enthusiastic and proactive manner that instils confidence in clients and colleagues
- Demonstrated initiative, innovation and flexibility in practice
- Awareness of and sensitivity to individual and cultural differences
- Proficient keyboard/computer skills
- Willingness to learn and incorporate new technology into practice
- Ability to work effectively within a busy environment with competing demands

### Physical requirements for role:

- Ability to respond quickly to emergencies including perform CPR on adult or neonate
- Ability to assist with breastfeeding/expressing
- Ability to stand for prolonged period
- Ability to assist women who are unconscious, anaesthetised or collapsed using safe manual handling practices
- Able to lift 7kg comfortably
- Able to perform fine motor work such as writing, inserting IV's, typing, manipulating equipment
- Acceptable level of vision and hearing to perform role to an acceptable standard.
- Agility:
  - Able to kneel
  - Able to get 1 knee up on bed
  - Able to squat
  - Able to raise arms above head
  - Able to reach arms out in front
- Fitness: Able to walk up 2 flights of stairs without stopping
- Strength: Able to do at least 3 half press ups (i.e. on knees)

### Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccination

## DESIRABLE CRITERIA

### Experience

- Leadership Level on Midwifery QLP
- Demonstrated understanding of maternity care delivery in New Zealand

### Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Computer literacy



## Our Vision and Values

*Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



### HE KAUANUANU RESPECT

Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

### ĀKINA IMPROVEMENT

Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

### RARANGA TE TIRA PARTNERSHIP

Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

### TAUWHIRO CARE

Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.