

Health New Zealand Te Whatu Ora	POSITION TITLE	Clinical Midwife Coordinator		
	GROUP	Whānau and Communities Group	DEPARTMENT	Maternity Services
	REPORTING TO (operationally)	Clinical Midwife Manager	REPORTING TO (professionally)	Midwifery Director
GROUP RESPONSIBILITIES & DIRECT REPORTS	This role covers inpatient services at Maternity Services Health New Zealand Te Whatu Ora – Te Matau o Māui Hawke’s Bay			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ 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. ▪ To be the central point of communication across the inpatient maternity services – ensuring clinical oversight with a consistent and efficient communication pathway ▪ To work cohesively with the Clinical Midwife Manager and Senior Midwifery Team, to achieve key accountabilities of the directorate ▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Whānau and Communities Group ▪ Is actively involved with project management and will lead selected service improvement activities as delegated by the respective clinical and management leaders. ▪ Delivery of organisational KPI’s including relevant MOH target, financial budgets and service plans. ▪ To recognise and support the delivery of the Te Whatu Ora – Te Matau o Māui Hawke’s Bay Health Sector vision. 			
KEY DELIVERABLES	<p>Clinical Coordination of Inpatient and Outpatient Maternity Services</p> <ul style="list-style-type: none"> ▪ Day to day management of resource allocation eg staffing, equipment, environment ▪ Key interface for liaison with obstetric team, LMCs and other areas of the hospital and Wairoa maternity services ▪ Be the single point of contact for all transfers in ▪ Improved patient flow to ensure safe, efficient and timely admission, transfer/retrievals and discharge of women ▪ Escalate issues as required ▪ Work as a CMC team around projects and implementing quality processes ▪ Ensure Trendcare database reflects workload, acuity and staffing levels accurately ▪ Attend at O&G handovers ▪ Coordinate own CMC team meetings ▪ Seamless handover of tasks between CMC’s <p>Workforce Development</p> <ul style="list-style-type: none"> ▪ 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. ▪ Provide a work environment where staff feel valued and are developed to meet both individual and organisational needs. ▪ Information sharing/communication. <p>Quality Clinical Leadership and Practice</p> <ul style="list-style-type: none"> ▪ Maintains clinical practice at leadership level of the Midwifery Quality Leadership Programme. ▪ Provides clinical leadership in the clinical areas, by providing support and development to other staff providing direct care delivery. ▪ Provide advice in complex clinical issues across settings and disciplines. ▪ Case management of clients with complex needs and identified high service users. ▪ Develops and provides expert resources to women, families, and multidisciplinary team. ▪ Demonstrates an ability to work across the midwifery scope of practice ▪ Provides hands- on Clinical midwifery care when required to ensure clinical safety of consumers and fellow staff 			

KEY DELIVERABLES
(Cont.)

Quality Systems

- Participates in the development of evidence-based guidelines for maternity unit
- Participation in accreditation processes
- Participate in maternity quality and safety initiatives

Supports working in partnership with the woman (and whanau) throughout the maternity experience (in the context of services provided by Health New Zealand | Te Whatu ora Hawkes Bay)

- 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

	<ul style="list-style-type: none"> ▪ Actively facilitates the participation of whānau in the care and support of their whānau member <p>Applies the principles of cultural safety to the midwifery partnership and integrates Turanga Kaupapa within the midwifery partnership and practice</p>
<p>HEALTH & SAFETY RESPONSIBILITIES</p>	<p>Te Whatu Ora - Hawke's Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>

<p>KEY WORKING RELATIONSHIPS</p>	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ <i>Clinical Midwife Manager</i> ▪ <i>Associate Clinical Midwife Manager</i> ▪ <i>Midwifery Director</i> ▪ <i>Midwifery Educator</i> ▪ <i>Maori midwife Consultant</i> ▪ <i>Health NZ Employed Midwives, Registered Nurses, Care Associates, Allied Health</i> ▪ <i>Support Associates</i> ▪ <i>Senior Medical Officers, Registrars, Senior House Officers – Obstetrics and Gynaecology, Paediatrics, Anaesthetics, Mental Health, Surgical and Medical services</i> ▪ <i>Medical Staff</i> ▪ <i>Allied Health Team</i> ▪ <i>Support Staff</i> ▪ <i>Maori Health Unit</i> ▪ <i>Family Harm team (including MWCP)</i> ▪ <i>Other departments including Theatre, Emergency Department, Acute wards, ICU, Mental Health</i> ▪ <i>Health Service Managers and teams across</i> ▪ <i>Health New Zealand Te Whatu Ora Hawkes Bay services and specialist community and regional services</i> ▪ <i>Health Service Support services</i> ▪ <i>Hospital Co-ordination Unit</i> ▪ <i>Duty Managers</i> ▪ <i>Chief Nursing & Midwifery Officer</i> 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ <i>Lead Maternity Carers</i> ▪ <i>Well Child Providers</i> ▪ <i>General Practitioners</i> ▪ <i>Ambulance</i> ▪ <i>Oranga Tamariki</i> ▪ <i>New Zealand Police</i> ▪ <i>Funeral Directors</i> ▪ <i>Perinatal Pathologist</i> ▪ <i>Women</i> ▪ <i>Whanau</i> ▪ <i>External Ultrasound providers</i> ▪ <i>Primary and NGO sector</i> ▪ <i>Regional/other Health NZ services</i> ▪ <i>Ministry of Health/National Health Board</i> ▪ <i>HQSC</i>
<p>DELEGATION AND DECISION</p>	<ul style="list-style-type: none"> ▪ As delegated by Clinical Midwife Manager/ Associate Clinical Midwife Manager ▪ 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. ▪ Works with Multidisciplinary team to provide care for women outside midwifery scope of practice ▪ Supervision of unregulated workforce 	
<p>HOURS OF WORK</p>	<p>FTE Negotiable. Rostered rotating shifts including weekends and public holidays</p>	
<p>EMPLOYMENT AGREEMENT & SALARY</p>	<p>In accordance with Health NZ Te Whatu Ora / NZNO Nursing & Midwifery Multi Employer Collective Agreement or the MERAS Multi Employer Collective Agreement.</p> <p>Designated Senior Midwife Scale Grade 3, Step 1 - Step 3 per annum pro rata for hours worked according to qualifications and experience.</p>	
<p>DATE</p>	<p>March 2024</p>	

ESSENTIAL CRITERIA

Qualifications

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

Experience

- Minimum of 5 years of Midwifery 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

Ability to work effectively within a busy environment with competing demands

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

Effectively Engaging with Māori

- 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 whānau
- 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

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:

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.

<ul style="list-style-type: none">- 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) <p>Vaccination status for role: Vaccinations as per the current employee immunisation policy</p>	
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