

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	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 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 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
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- 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



	<ul style="list-style-type: none">▪ 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 <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>DHB 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>HBDHB 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 DHB 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>32-48 per fortnight. Rostered rotating shifts including weekends and public holidays</p>	
<p>EMPLOYMENT AGREEMENT & SALARY</p>	<p>In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement or the DHBs/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>September 2022</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.

- 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:

- Influenza vaccination (annual)
- COVID 19
- Pertussis
- Measles
- Hepatitis B