

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Clinical Midwife Coordinator</b>		
	<b>GROUP</b>	Specialist & Community Services Group	<b>DEPARTMENT</b>	Maternity Services
	<b>REPORTING TO (operationally)</b>	Clinical Midwife Manager	<b>REPORTING TO (professionally)</b>	Midwifery Director
<b>GROUP RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers inpatient services at Maternity Services Health New Zealand   Te Whatu Ora – Te Matau o Māui Hawke’s Bay			
<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 Whānau and Communities Group</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 Te Whatu Ora – Te Matau o Māui Hawke’s 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>			

**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"> <li>Actively facilitates the participation of whānau in the care and support of their whānau member</li> <li>Applies the principles of cultural safety to the midwifery partnership and integrates Turanga Kaupapa within the midwifery partnership and practice</li> </ul>	
HEALTH & SAFETY RESPONSIBILITIES	<p>Te Whatu Ora - Hawke's Bay 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>	
KEY WORKING RELATIONSHIPS	<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>Health NZ 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>Health New Zealand   Te Whatu Ora Hawkes Bay 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>Perinatal Pathologist</li> <li>Women</li> <li>Whanau</li> <li>External Ultrasound providers</li> <li>Primary and NGO sector</li> <li>Regional/other Health NZ services</li> <li>Ministry of Health/National Health Board</li> <li>HQSC</li> </ul>
DELEGATION AND DECISION	<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> </ul> <p>Supervision of unregulated workforce</p>	
HOURS OF WORK	Casual, as and when required	
EMPLOYMENT AGREEMENT & SALARY	<p>In accordance with Health NZ   Te Whatu Ora / NZNO Nursing &amp; 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>	
DATE	Feb 2025	

## 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

### 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

## 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

## 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.