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# **Hawke's Bay**

## **District Health Board**

### **Position Profile**

<b>Position Title</b>	<b>Staff Midwife</b>
<b>Date</b>	April 2010
<b>Completed by</b>	Midwifery Consultant

## **PART A**

<b>Position holder</b>	Registered Midwife
<b>Reports to (title)</b>	Midwifery Consultant
<b>Service/Division</b>	Women, Children & Youth Services
<b>Purpose of the position</b>	Responsible for the delivery and provision of Midwifery Care across Hawke's Bay DHB Maternity Service

### **1 Working Relationships**

**Internal/External:**

<ul style="list-style-type: none"> <li>▪ Consultant Obstetricians/other medical staff</li> <li>▪ All Maternity Unit Staff</li> <li>▪ Independent Providers (LMC's)</li> <li>▪ Support Services</li> <li>▪ Women &amp; Families</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advocating effectively in conveying Women and Families needs and responses to treatment</li> <li>▪ Effective interaction and communication</li> <li>▪ Effective interaction and communication, identifying issues of concern and communicating these effectively</li> <li>▪ Multidisciplinary team</li> <li>▪ Delivering effective Midwifery care which contributes to a positive and meaningful outcome to the woman and her family</li> </ul>
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### **2 Dimensions**

Expenditure budget/forecast for which accountable	N/A
Budget/forecast for which accountable	N/A

### 3 Key Accountabilities

Key Accountabilities (Key areas of focus)	Tasks (How it is achieved)	How it will be measured (KPI)
<p><b>Safe and Competent Clinical Practice across the Maternity spectrum</b></p>	<ul style="list-style-type: none"> <li>▪ Assessment of women's needs</li> <li>▪ Planning</li> <li>▪ Implementation</li> <li>▪ Evaluation</li> </ul> <p><b>This will be achieved by the following:</b></p> <ul style="list-style-type: none"> <li>▪ Work in partnership with the pregnant woman, and her family, to plan her care.</li> <li>▪ Ensure the principles of informed consent are adhered to.</li> <li>▪ Care Delivery is co-ordinated in a manner which demonstrates that the woman's expectations and needs are met safely.</li> <li>▪ Works within the Code of Health and Disability Service, Consumers Rights, Midwifery Handbook of Practice, and Midwifery Code of Ethics, Clinical Protocols and Guidelines and Health Records Policy.</li> <li>▪ Is accountable for providing safe, effective and appropriate Midwifery care using knowledge and skills gained from professional education and practical experience.</li> </ul>	<p>Meets requirements for competency based practicing certificate</p> <ul style="list-style-type: none"> <li>- professional points</li> <li>- education points</li> <li>- attendance at Technical skills workshops</li> <li>- annual recertification of adult and neonatal resuscitation</li> <li>- 2 yearly Standards Review participation.</li> </ul> <p>Will provide documented written and/or verbal evidence that each criteria has been met.</p> <p>Compliance with Maternity Guidelines, Policies and procedures.</p> <p>Participates in DHB Quality and Leadership Program.</p>

<p><b>Safe and Competent Clinical Practice across the Maternity spectrum (Continued)</b></p>	<ul style="list-style-type: none"> <li>▪ Works within her/his Scope of Practice at all times and is able to recognise areas for development.</li> <li>▪ Communication skills – of a professional standard both written and verbal.</li> <li>▪ Develops and applies an individualised plan of care for each woman</li> <li>▪ Demonstrates knowledge of adult learning principles when providing education to women and their families.</li> <li>▪ Participates in 2 yearly Midwifery Standards Review process.</li> <li>▪ Practices in a manner which is culturally appropriate</li> <li>▪ Demonstrates a commitment to ongoing professional development.</li> </ul>	<p>Will provide documented written and/or verbal evidence that each criteria has been met.</p> <p>Documentation meets standards of Hospital documentation guidelines.</p>
<p><b>Ability to work as part of Multidisciplinary Team</b></p>	<ul style="list-style-type: none"> <li>▪ Supportive to colleagues and other members of the multidisciplinary team.</li> <li>▪ Will foster a team approach to providing solutions in decision making. Will recognise the needs of individuals within the whole team.</li> <li>▪ The team's objectives will form an integral part of the individual's objectives.</li> <li>▪ Will demonstrate flexibility to meet the needs of the team.</li> </ul>	<p>Demonstrates the ability to adapt as requirements of the team or situation change.</p>

<p><b>Occupational Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>▪ Actively supports all health and safety initiatives.</li> <li>▪ Supports other staff/colleagues to maintain adequate safety standards.</li> <li>▪ Ensures own and others safety at all times.</li> <li>▪ Complies with policies, procedures and safe systems of work.</li> <li>▪ Reports all incidents/accidents, including near misses in a timely fashion.</li> <li>▪ Is involved in health and safety through participation and consultation.</li> </ul>	<p>Evidence of participation in health and safety activities.</p> <p>Demonstrates support of staff/colleagues to maintain safe systems of work.</p> <p>Evidence of compliance with relevant health and safety policies, procedures and event reporting.</p>
<p><b>Customer Service</b></p>	<ul style="list-style-type: none"> <li>▪ Open and responsive to customer needs.</li> <li>▪ Demonstrate an understanding of continuous quality improvement.</li> </ul>	<p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p> <p>Effective management of customers/situations.</p>
<p><b>Honouring Treaty of Waitangi Obligations</b></p>	<ul style="list-style-type: none"> <li>▪ Demonstrates understanding of the principles of the Treaty of Waitangi.</li> <li>▪ Ensure the principles of partnership, protection and participation are applied to day to day work.</li> <li>▪ Ensures procedures do not discriminate against Maori.</li> </ul>	<p>Evidence of the principles applied in work practice.</p>

## **PART B**

### **1 Essential Criteria - Qualifications/Skills/Experience**

#### **Essential**

Qualifications	Registered Midwife. A current practising certificate with the Midwifery Council of New Zealand.
Experience (Technical and behavioural)	The ability to relate to a diverse community. The ability to work effectively with a diverse workforce. Well developed inter-personal skills. Excellent communication skills.
Desirable	Computer literacy.

Thank you for applying for a position at Hawke's Bay District Health Board (HBDHB). *The following important information will assist you in the completion of the Application for Employment Form. Please take the opportunity to read through this information.*

### GENERAL INFORMATION

Hawke's Bay District Health Board is a hospital and health service for a population of approximately 149,000, consisting of 25% Maori, and a growing Pacific people population. Around 14% of people living in Hawke's Bay are aged over 65. We provide services through Hawke's Bay Hospital, Hastings, Napier Health Centre, Wairoa Hospital and Health Centre, Central Hawke's Bay Health Centre and the Chatham Islands Health Centre. Our website is [www.hawkesbaydhb.govt.nz](http://www.hawkesbaydhb.govt.nz)

### THE APPLICATION AND APPOINTMENT PROCESS

The information that you supply on the application form is collected for the purposes of assessing your suitability for employment with HBDHB. All information obtained or provided are subject to the Official Information Act 1982 and the Privacy Act 1993 and shall not be released or their contents disclosed to any person not directly involved in HBDHB's appointment and review procedures. Please note that failure to supply the information could limit our ability to assess your suitability for the position.

#### ✦ **When Applying For A Position**

- Complete an Application form.

Documents will not be returned to you so please submit a photocopy only of:

- Your CV and any relevant documents including written evidence of your experience, skills, knowledge, attributes and qualifications, showing how you meet *each* of the key competencies or essential and desirable criteria.

#### ✦ **The Interview**

Applicants asked to attend an interview have the opportunity to be supported by family/whanau and/or other group support. If you intend bringing such support, please let the appointing manager know in good time before the interview so appropriate arrangements can be made. If you have any special needs that need to be accommodated during the process, please advise the recruiting manager and feel free to discuss at the interview as to how we could help you to perform the job effectively or provide better access if you were successful in obtaining the position.

#### ✦ **Before An Offer Is Made**

As part of our recruitment process we will undertake a number of checks.

We complete **reference checks** therefore you are required to:

- Provide contact details of at least two referees to verify the information you have supplied. It is expected that an applicant's current and previous manager would normally be cited as referees.

We complete a **pre-employment health assessment** therefore you are required to:

- Complete a confidential Health Questionnaire for Occupational Health. You may also be required to undertake a medical examination. The appointment will be dependent on having obtained a health clearance.

We may complete **Police checks** therefore you may be asked to:

- Complete a form giving written permission for the organisation to complete this check. Under the Criminal Records (Clean Slate) Act 2004 individuals who satisfy "relevant eligibility criteria" are deemed to have "no criminal record" and therefore can state this. However, an individual can choose to disclose the information. Criminal convictions do not automatically disqualify an applicant. If you have a criminal conviction, you may wish to discuss this with the appointing manager. Further information may be obtained from the Ministry of Justice directly or on their website: <http://www.justice.govt.nz>

Hawke's Bay District Health Board endeavours to complete all checks prior to the commencement of your employment. However in some instances this may not be possible and your employment will remain provisional until the checks are completed to HBDHB satisfaction. If HBDHB is not satisfied with the result of the checks, your provisional appointment will be terminated. If you are concerned that a check may result in your provisional appointment being overturned, you should discuss this with recruiting manager.

#### ✦ **Offer Of Appointment**

Should your application be successful, you will receive a letter of offer outlining:

- *Salary*
- *Hours Of Work*
- *Nature and Tenure of Appointment*
- Details as to whether employment coverage is under a collective or not and union contact details.

#### **OTHER GENERAL INFORMATION**

##### ✦ **Treaty Of Waitangi and Cultural Responsiveness**

The organisation's aim is to have a culturally responsive workforce that contributes to the achievement of the organisation's overall goal of improving health outcomes for Maori. All employees are required to incorporate the Treaty of Waitangi principles in their working practices.

All employees are required to recognise and respond appropriately to the needs, aims and aspirations of the diverse cultural and ethnic groups to whom we provide services, or whose members are in our custody.

##### ✦ **Equal Employment Opportunities**

Hawke's Bay District Health Board is committed to equal opportunity in all employment policies and procedures, which align with the Human Rights Act 1993. Position descriptions focus on the skills and competencies required in the position. Our people reflect the diversity of the community and our clients.

##### ✦ **Smoke-Free Workplace**

All employees must observe Hawke's Bay District Health Board's Smoke-free Policy. HBDHB is a smokefree workplace, aligning with the Smoke-free Environments Amendment Act 2003.

##### ✦ **PLEASE NOTE:**

Information given during your interview and on your application will be stored on your personnel file for the duration of your employment, and will be kept for five years should your employment cease. Unsuccessful candidate files will be held for six months and then destroyed unless the appointment is under review.

#### **STAFF MIDWIFE, MATERNITY SERVICES POSITION DETAILS:**

**Hours:** Full or Part time. 40-80 hours per fortnight.

**Salary:** In accordance with the DHB's/NZNO/MERAS Nursing & Midwifery Multi Employer Collective Agreements (MECAs) according to qualifications and experience pro rata for hours worked.

**Application Closing Date:** Open

**Vacancy Reference Number:** NR10001

**Applications:** Return to the Human Resources Administrator, Hawke's Bay District Health Board, Private Bag 9014, Hastings, New Zealand.  
Email: [vacancies@hawkesbaydhb.govt.nz](mailto:vacancies@hawkesbaydhb.govt.nz)