POSITION DESCRIPTION

Registered Midwife/Maternal Child & Family Health Practitioner

Reports to:	Mums & Bubs Program Coordinator
Direct Reports:	NIL
Award:	Nurses Award 2010
Salary:	TBA

POSITION PURPOSE

The purpose of the Registered Midwife/Child and Family Health Practitioner is to provide clinical care and comprehensive Primary Health Care, and the provision of quality and culturally appropriate Midwifery services to the community. In addition, this role provides clinical care and coordination of child and maternal health services including the provision of quality and culturally appropriate Midwifery/Child and Family Health services, according to Qualifications and Scope of practice. Travelling throughout the geographic service area of Mamu Health Service Limited may be a requirement of this position.

To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects

RESPONSIBILITIES

Child & Maternal Health

- Support the development, management and evaluation of Child and Maternal Health initiatives for the Aboriginal and Torres Strait Islander population in line with organisation priorities and desired health outcomes
- Participate in specific child and maternal initiatives, including the uptake of child health checks
- Deliver maternal and child health care services, child health screening and immunisation services through ongoing assessment and evaluation of services and current work practice
- Facilitate the provision of safe, effective antenatal and postnatal care, health counselling and primary health care to women and their families
- Provide antenatal and postnatal services and maintain a register for recall and follow up
- Provide assessment and follow up through hospital and home care visits
- Provide appropriate referrals to specialists and follow up services
- Provide education and health awareness activities for antenatal, postnatal mothers and children within scope of practice.
- Provide initial screening for women
- Provide child health screening within scope of practice
- Participate in and support the delivery of child health screening and immunisation services

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Clinical

- Provide appropriate registered Midwifery/Child & Family Health care to clients attending Mamu Health Service
- Limited clinics as required. These may include but are not limited to:
    - Triage, Telephone, Front Desk, Treatment room
    - Identify and assess and manage the urgent need of clients, including emergency treatment
    - Therapeutic care and treatment
    - Wound management and dressings
    - Venepuncture's
    - Diagnostic services
    - Clinical data management
    - Home visiting support
    - Client advocacy
    - Client recall
    - Chronic disease management within Scope of practice
    - Immunization
    - Excisions
- Perform Midwifery/Child & Family Health and clinical procedures competently, in accordance with qualifications
- Mentor ATSI Health Workers, Health Practitioners and Trainees and provided day to day support of their clinical activities when required
- Continually modifying and improving our procedures and written policies in accordance with the most recent evidence and guidelines and adopting a risk management approach when implementing infection control measures
- "Cold Chain" maintenance of vaccines and vaccination policies
- Ensure maintenance of safe effective medical stock control systems, including the storage and dispensing of pharmaceuticals in accordance with Accreditation standards and internal and external protocols

Health Promotions and Community Engagement

- Support the planning, implementation and evaluation of group activities
- Promote the Service locally through community engagement activities and promotional activities
- Provide and support health promotion programs through local networks
- Comply with legislation, policies, procedures and protocols to achieve and maintain evidence based and effective practice in primary health care with a focus on promotion, prevention and early identification

Administration

- Assist in maintaining the PIRS (Communicare) in accordance with the organisational requirements and client records
- Assist in the development of the Annual Action Plan for the Midwifery/Child and Family program and ensure actions from the Action Plan are carried out.
- Ensure all primary health care programs maximise Medicare billings to meet financial targets
- Prepare written monthly reports as required

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- Maintain and provide relevant information and data for the development of submissions to governments for the development of programs
- Ensure the accurate collecting and recording of patient demographics
- Maintain accurate recording of client records and case notes
- Provide information and culturally appropriate resources to stakeholders
- Other duties as required within Scope of Practice and as reasonably directed.

Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities

GENERAL DUTIES

- Maintain a friendly and approachable attitude towards clients and staff
- Develop and maintain effective relationships with other Aboriginal medical services in the region, key external stakeholders and service providers
- Maintain clean and professional appearance
- Respect all equipment and property and use with care to avoid unnecessary damage
- Attend meetings, internal and external training to further develop and maintain skills, as required
- Develop and maintain good working relationships with colleagues and clients to achieve a strong team philosophy within the organisation
- Work collaboratively to exceed client expectations
- Keep work areas tidy and clean
- Participate in community events (weekends and after hours) when required
- Support health promotion programs and the planning, implementation and evaluation of group activities
- Contribute as required to maintenance of AGPAL and ISO:9001 accreditation status and reaccreditation process, where required
- Other ad hoc duties, as required
- Undertake the responsibilities of the position adhering to:
    - Equal opportunity and anti-discrimination legislation and requirements
    - Workplace Health and Safety (WHS) legislation and requirements
    - Legal requirements
    - Confidentiality agreement and client confidentiality
    - Code of conduct

CONDITIONS OF EMPLOYMENT

Employment is conditional upon the following:

- Vaccination or confirmed non-susceptibility to Vaccine Preventable Diseases (VPDs) during employment, including measles, mumps, Rubella (MMR), Varicella (chicken pox), Hepatitis A, Hepatitis B, Pertussis (whooping cough) and strongly recommended to be vaccinated against Covid-19.
- Proof of qualifications and current registration (where appropriate) claimed in a job application must be provided prior to commencement of employment.
- A Criminal History Check (AFP) will be conducted upon commencement of employment

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- Ability and willingness to travel to, and work at all Mamu Health Service Limited's work location and service area when required.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Bachelor of Nursing is preferred or Registered Midwife (The Registered Nurse & or Registered Midwife must have current registration with the Australian Health Practitioners Regulation Agency and continual maintenance of such registration and must have midwifery and immunization endorsement)
- Current QLD Drivers license
- Current First Aid Certificate or ability to obtain one

SELECTION CRITERIA

- Demonstrated understanding and commitment to the principles of Aboriginal Community Controlled Health Service and the concept of Comprehensive Primary Health Care
- Knowledge, understanding and sensitivity towards the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander people's health
- Demonstrated experience in the delivery of holistic primary health care services to Aboriginal and Torres Strait Islander people in the community, and particularly working with mothers and babies
- Demonstrated ability to perform clinical, health education and administrative duties within the Women's and Child Health programs, specifically with respect to antenatal and postnatal care
- Experience working within a cross-cultural environment
- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly with Aboriginal and Torres Strait Islander peoples
- High level skills in managing time, setting priorities, planning and organising own work to achieve specific tasks and set objectives efficiently and effectively within set timeframe
- Displays high standard of customer service
- Ability to work in any location within Mamu Health Service's service area when required
- Exceptional teamwork skills and ability to work with minimal/no supervision
- Ability to mentor and support ATSI Health Workers & Trainees
- Understanding of Medicare and Australian government health legislation and policy
- Demonstrated ability to establish and maintain collaborative working relationships with external peers and stakeholders from various backgrounds and levels
- Sound theoretical knowledge, practice skills and ethical behaviour
- Ability to exercise confidentiality and tact when dealing with sensitive issues

Approved by:		**Date:**	
I have read the above Position Description and understand and accept the role requirements for the position of Registered Midwife/Child and Family Health Practitioner			

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Incumbent Signature:		**Date:**	
Note: The information contained on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.			

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