

## Position Description



### POSITION TITLE

**Te Kaitiaki a Kahu Taurima- Case Loading Registered Midwife**

### LOCATION

Eastern Bay of Plenty Region-Whakatane, Opotiki, Kawerau

### KAHUI

Te Korowai a Rehua Ariki

### REPORTS TO

Te Pou Mareikura a Kahu Taurima Clinical Manager

### PURPOSE OF POSITION

To provide primary maternity services working within the EBoP Iwi Alliance. Providing continuity of midwifery care throughout the antenatal, labour and birth and postnatal period. Employed as a registered midwife who is working in a team of case-loading midwives. The midwife actively promote and facilitate the provision of midwifery care and the integrated services.

### NASH VISION

**Te Pou Maataho** – Optimum Health and Wellbeing.

### NASH MISSION

To achieve prosperity and well-being for our whanau and our communities, we service through a high performing organisation.

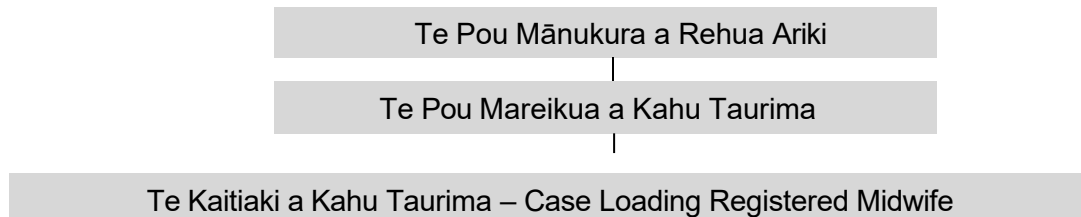
### NASH VALUES

**Tika** – working with integrity

**Whakapono** – working toward the vision/genuine intent

**Aroha** – compassion and regard for others

## REPORTING STRUCTURE



## RELATIONSHIPS

### Internal

- CEO
- Service Managers
- Care and Protection Co-ordinator
- NASH Staff
- NASH Trustees
- Ngati Awa uri and Marae
- Te Tohu o Te Ora o Ngati Awa Kaimahi
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### External

- Iwi and Kaupapa Māori Providers and organisations e.g. Ngati Manawa, Ngati Whare, Ngai Tuhoe, Tuwharetoa-Ki-Kawerau, Whakatohea and Te Whanau a Apanui, Plunket
- Key Stakeholders Primary care providers, Local Schools – School Health & Dental Services, Public Health Services, Pharmacists, Asthma Society, Regionally Based Asthma Educators, Local COPD Group, midwives
- Te Whatu Ora, Te Aka Whaiora -(BOP), Maternity services, Te Kahu Taurima.
- Government agencies
- Local government agencies
- Community Providers and Organisations e.g. Te Pare a toi, Te Whatu Ora

Key Accountability	Key Performance Indicators
<ul style="list-style-type: none"> <li>Midwifery Care</li> </ul>	<ul style="list-style-type: none"> <li>Providing midwifery care to women through the pregnancy, labour and birth and postnatal period in alignment with the service specifications detailed in the New Zealand Primary Maternity Services Notice</li> <li>Working alongside a team of midwives who will meet and provide care for these women and whanau, be flexible and is able to work in a rotation to evenly spread the workload amongst the team of case loading midwives employed. Including a roster rotation of antenatal clinics, labour and birth cares, being on call as well as completing postnatal visits as per the NZ primary Maternity Services Notice.</li> <li>Following registration of care the case loading team of midwives is responsible for ensuring that the women and her whanau has access to midwifery care 24hrs a day, seven days a week, by phone or in person for urgent and acute assessments, in either the primary or secondary setting.</li> <li>The team of case loading midwife will have access to other health professionals and social services if required. These services are available through referral as indicated as per the guidelines for consultation, including medical, obstetric and social services (referral guidelines)</li> <li>Case loading midwives work in collaboration with Te Whatu Ora employed secondary services, providing midwifery care in both primary and secondary settings to maintain continuity of care in a safe and supportive environment for women and whanau.</li> <li>The midwife will develop and foster cohesive working relationships with other maternity service providers and the local community health providers to facilitate integrated maternity care.</li> </ul>
<ul style="list-style-type: none"> <li>Manage antenatal midwifery clinics</li> </ul>	<ul style="list-style-type: none"> <li>The majority of the midwifery clinics will be based in Whakatane, there will be times where the midwife will need to travel to complete AN visits in satellite clinics. The service will be working alongside the Iwi alliances which include Tuhoe Hauora, Whakatohea and Tuwharetoa ki Kawerau.</li> <li>A shared calendar will be accessed by the midwives, all calendars will be managed by the midwives and the administrator both on site and off site.</li> </ul>
<ul style="list-style-type: none"> <li>Section 88 Claiming</li> </ul>	<ul style="list-style-type: none"> <li>The case loading midwife will use the Expect maternity system to document notes, she will need to enter all data into this system as per Section 88 requirements and statistic purposes for MSR and data collection.</li> </ul>

<ul style="list-style-type: none"> <li>IT and Excess and reporting</li> </ul>	<ul style="list-style-type: none"> <li>The employed midwife will use a dual system, using Expect maternity system and the Excess system for data collection. There will be training in both these systems through the organisation</li> </ul>
<ul style="list-style-type: none"> <li>Documentation</li> </ul>	<ul style="list-style-type: none"> <li>Documentation is produced to a high quality and in a timely manner. All documentation will be entered into Expect maternity, these notes will be accessible to all midwives in the team, documentation is of the standards of midwifery practice</li> </ul>
<ul style="list-style-type: none"> <li>Maintains and keeps accurate records and prepares confidential reports as required</li> </ul>	<ul style="list-style-type: none"> <li>Records are produced on time and to the standards required of the organization records are of legal standard, dated, time and signature included.</li> <li>No breaches of confidentiality or privacy.</li> <li>The midwife upholds the woman's right to have access to complaints and resolution. The Health and Disability code of rights for the consumer 1994.</li> </ul>
<ul style="list-style-type: none"> <li>Equipment and ordering of resources</li> </ul>	<ul style="list-style-type: none"> <li>All equipment and resources will be provided to the employed midwife. If the midwife needs any resources, she is to communicate with the administrator to place this order.</li> </ul>
<ul style="list-style-type: none"> <li>Informed choice and consent</li> </ul>	<ul style="list-style-type: none"> <li>The midwife upholds the woman's and her whanau right to informed choice and consent as outlined by the Standards of practice for midwives.</li> </ul>
<ul style="list-style-type: none"> <li>To respond to client inquiries and bookings</li> </ul>	<ul style="list-style-type: none"> <li>Woman and their whanau are responded to in a timely manner when enquiring about registering with the service, this will be either by phone, email or face to face.</li> </ul>
<ul style="list-style-type: none"> <li>Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>Plan professional development in accordance with APC and mandatory workshops to hold a current APC in New Zealand.</li> </ul>
<ul style="list-style-type: none"> <li>Standards of Practice and Turanga Kaupapa</li> </ul>	<ul style="list-style-type: none"> <li>The midwife is familiar with and is working to the standards of practice set out by the midwifery council and New Zealand College of Midwives (NZCOM)</li> <li>She is incorporating Kaupapa Maori health initiatives, promoting Turanga Kaupapa and Te Tiriti o Waitangi throughout the maternity setting</li> </ul>
<ul style="list-style-type: none"> <li>Assist with developing service resources and promotional material including utilising social media platforms.</li> </ul>	<ul style="list-style-type: none"> <li>Service-related resources and material is regularly reviewed to ensure that the information and resources are informative and enhance service delivery, resources provided to woman and their whanau are evidence based. The midwife will order resources through Kahu Taurima manager and the administrator.</li> <li>Social media will be a tool that is used through the service, the communications, the administrator, and manager of Kahu Taurima will lead this with support from the employed midwives.</li> </ul>
<p><b>Quality</b></p> <ul style="list-style-type: none"> <li>All work undertaken is completed in a timely manner, and attention to detail is maintained.</li> <li>Contribute to the development and the implementation of quality system for service.</li> <li>Ensure compliance with all policies and procedures of the organisation.</li> </ul>	<p><b>Key Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Compliance with all Te Tohu o Te Ora o Ngāti Awa policies and procedures.</li> <li>Service delivery risks are reported to Manager.</li> <li>Regular reports are provided to the Manger on the achievement against key objectives, standards and guidelines, on any issues or challenges affecting the Team meeting contractual obligations or impacting on service delivery.</li> </ul>

<ul style="list-style-type: none"> <li>Monitors the delivery of service delivery outcomes, and reports on the achievements against key objectives.</li> </ul>	<ul style="list-style-type: none"> <li>The midwife is responsible for entering in documentation and reporting outcomes, woman's information, creating reports as needed to achieve the overall objectives within the Kahu Taurima midwifery service.</li> </ul>
<b>Health and Safety</b>	<b>Key Performance Indicators</b>
<ul style="list-style-type: none"> <li>Promotes a safe working environment.</li> <li>Take all reasonable care for your own health and safety and ensures no action or inaction adversely affect the health and safety of other persons</li> </ul>	<ul style="list-style-type: none"> <li>Safe and healthy working environment is always maintained.</li> <li>No evidence that your acts or omissions have adversely affected the health and safety of other persons</li> <li>Participation in internal/external audits when scheduled.</li> <li>Compliance with all health and safety policy and procedures.</li> <li>All accidents, incidents and hazards are reported.</li> </ul>
<b>Commitment to team approach</b>	<b>Key Performance Indicators</b>
<ul style="list-style-type: none"> <li>Participates fully in a multi-disciplinary team approach to service by and working co-operatively with other disciplines within the team.</li> <li>Provides appropriate information freely to team members.</li> </ul>	<ul style="list-style-type: none"> <li>Contributes positively by actively sharing information and listening and accepting others' points of view.</li> <li>Maintains a positive outlook and shows flexibility to new approaches and ideas.</li> <li>Gives and receives feedback and demonstrates commitment to continuous quality improvement.</li> <li>Attends and contributes fully to team meetings</li> </ul>
<b>Te Pou Mataaho</b>	<b>Key Performance Indicators</b>
<ul style="list-style-type: none"> <li>Participates in training-mandatory</li> <li>Works in a way that promotes and ensures culturally appropriate practices consistent with Te Pou Mataaho.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates a commitment and actively promotes and participates in the organisation Tikanga and cultural practices.</li> </ul>
<p><b><u>Variations</u></b>-The accountabilities and responsibilities in this document may vary from time to time according to the external environment, the needs of NASH and the needs and expectations of clients</p>	

**Person Specifications:**

**Essential:**

- Holds a current New Zealand midwifery APC
- Knowledge of the local community and organisations with a focus on vulnerable whanau.
- Ability to work with diverse client groups & community organisations, and to build positive relationships.
- Negotiation, advocacy, and facilitation skills.
- Ability to be creative, innovative, solution focused and to use common sense solutions.
- Ability to evaluate and analyse situations as they arise.
- A knowledge of and understanding of tikanga Maori and the concepts of whanaungatanga.
- Has been trained in computer technology and is proficient in Microsoft Office & emailing.
- High level of oral and written communication as well as a good listener.
- Ability to manage workloads, balance priorities and meet deadlines.
- Professional appearance and presentation of written work.
- Ability to respect, understand and maintain confidentiality of the organisation.
- Reliable and trustworthy.
- Holds a current driver's licence.

**Desirable**

- Willingness and commitment to promote the Kaupapa (philosophy) of NASH - Te Pou Mataaho
- Able to work as part of a team.
- Understanding of the Health and Safety and processes to manage incidents within the workplace
- A knowledge of understanding of Tikanga Maori and the concept of whanaungatanga
- Willingness and commitment to promote and implement the Kaupapa (philosophy) of Te Tohu o Te Ora o Ngati Awa
- Te Reo Maori

**JOB DESCRIPTION CREATED / AMENDED**

Date: 21.09.2023

**SIGNATURES**

**On behalf of Te Tohu o Te Ora o Ngati Awa:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

**Employee:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*