

Dear Applicant

This application package provides Program information, instructions for submitting your application, contact details and information about the hospitals involved in providing employment and clinical education.

Please complete the checklist provided before submitting your application.

Applications close at 1700 hrs on the 10Th November 2009

Good luck with your application

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MASTER OF MIDWIFERY

The Master of Midwifery (MMid)/ Master of Midwifery with Honours (MMid Hons) Program prepares competent midwives who are able to meet the needs of childbearing women. The curriculum represents an entry to practice midwifery program and applies a primary health care model to prepare midwives for endorsement and practice. Core concepts relating to contemporary midwifery care and evidence based practice are incorporated into all on-campus and off-campus learning activities. The clinical components of the program involve placements in a variety of settings.

The MMid program is available to registered nurses with a degree in nursing or a related discipline. The Master of Midwifery is awarded following the successful completion of the equivalent of two full-time semesters (80CP) of study. There are five core courses; three 20CP midwifery courses incorporating off-campus clinical practice and two 10CP elective courses one of which must be a research course. The Master of Midwifery with Honours involves completing all program requirements for MMid plus an additional 40CP gained through completing a research dissertation enrolled in 7999NRS_P1-4 Dissertation courses. To find out more, visit the Griffith University website at <http://www.griffith.edu.au/programsandcourses> for Program information and/or contact the MMid program Convenor – Associate Professor Jenny Gamble, phone 33821083; j.gamble@griffith.edu.au.

Summary of the MMid Program

Program title	Master of Midwifery
Griffith University Course Code	5230
Award Title	Master of Midwifery
Award Abbreviation	MMid
Host Element	School of Nursing and Midwifery
Faculty	Griffith Health
Location	Logan campus
Duration	1-year full-time or 2-years part-time
Credit Points	80CP
Semester Intakes	Semester 1

ACADEMIC COURSE STRUCTURE:

The course structure is detailed in the following tables.

Full-time course list

Year	Sem	Catalog Nbr	Course	CP
1	I	7951NRS	Pre and Postnatal Midwifery	20
1	I	7952NRS	Promoting Normal Childbirth	20
1	II		Listed Research course#	10
1	II		Listed Elective*	10
1	II	7954NRS	Complications of Childbearing	20

Part-time course list

Year	Sem	Catalog Nbr	Course	CP
1	I	7951NRS	Pre and Postnatal Midwifery	20
1	II		Listed Research course#	10
1	II		Listed Elective*	10
2	I	7952NRS	Promoting Normal Childbirth	20
2	II	7954NRS	Complications of Childbearing	20

Listed elective courses*

Students must select 10CP from the following electives:

Sem	Catalog Nbr	Course	CP
II	8906NRS	Introduction to Sexual Health and STI	10
II	8021NRS	Health Leadership & Management	10
II	7901NRS	Teaching for Learning in Clinical Settings	10
II	8023NRS	Independent Practice Study	10
II	6002HLS	Quantitative Research*	10
II	7018NRS	Qualitative Research*	10
II	7021NRS	Research Evidence and Clinical Practice	10

[*] Students must obtain the approval of the Program Convenor to undertake an alternative semester 2 postgraduate elective course.

Listed research courses#

Students must select 10CP from the following listed research courses

Sem	Catalog Nbr	Course	CP
II	6002HLS	Quantitative Research#	10
II	7018NRS	Qualitative Research#	10
II	7021NRS	Research Evidence and Clinical Practice	10

[#] Students progressing to Honours must complete 20CP research courses: 6002HLS Quantitative Research and 7018NRS Qualitative Research

CLINICAL PLACEMENT DETAILS:

(See pages 11-16, 23 for specific information pertaining to health care facility)

- A 12 month part time employment contract as a student midwife is undertaken between the student and Queensland Health facility.
- An 11 month employment contract as a student midwife is undertaken between the student and Tweed Hospital.
- Midwifery students are paid as a Grade 5 according to years of experience.

- A minimum of three shifts are completed each week or 5 per fortnight i.e. early shifts, late shifts and night duty. Some facilities have 12 hour shifts.
- Some clinical requirements of the course will need to be achieved in an unpaid, supernumerary capacity.

The health care facilities and relevant contact persons are:

Hospital	CONTACT PERSON	CONTACT DETAILS
Gold Coast	Lynne O'Brien	Lynne_OBrien@health.qld.gov.au
Ipswich	Lynne Dunne	Lynne_Dunne@health.qld.gov.au
Logan	Jodi Bunn	Jodi_Bunn@health.qld.gov.au
Redland	Trish Cottle	Trish_Cottle@health.qld.gov.au
Tweed	Margaret Watherston	Margaret.Watherston@ncahs.health.nsw.gov.au

Preference List

Nominated Health Care Facilities

(For example Tweed [1], Gold Coast [2])

Gold Coast [], Ipswich [], Logan [], Redland [], Tweed []

Check List for Application Submission

1. Correspondence from Griffith University indicating you have applied for a place in the Master of Midwifery Program
2. Covering letter
3. Nominated preferred health care facility for employment
4. Copy of your current Curriculum Vitae
5. Names and contact details of two current professional referees
6. Academic transcripts from previous courses studies
7. Proof of Current Annual Licence to Practise as a Registered Nurse in Queensland (please provide a certified copy or relevant documentation).

Your completed application package should be returned to:

Ms Jodi Bunn
 Nurse / Midwifery Educator - Women & Children's
 Nursing Practice Development Unit
 Logan Hospital
 PO Box 4096
 Loganholme DC 4129

Applications received will be reviewed by representatives of the participating hospitals. All applicants who meet the entry criteria for the Master of Midwifery will be interviewed as part of the selection process.

The interviews will be conducted by representatives from the health care facilities nominated in the preference list by the applicant.

Interview questions will be structured in accordance with the key skill requirements

Interviews will be conducted:

- at Griffith University, Logan Campus
- **26TH November 2009**

Suitable applicants will be notified by email or phone of interview date and time; *the date and time allocated to applicants are not negotiable.*

Following interviews, successful applicants will be notified by mail i.e. receive an offer of a placement, within four weeks of interviews.

Queensland Health STUDENT MIDWIFE POSITION DESCRIPTION

POSITION TITLE:	Student Midwife
DIVISION/BRANCH/SECTION:	Maternity Unit
CLASSIFICATION LEVEL:	Grade 5
STATUS OF POSITION:	Temporary
AWARD:	Nurses' (Queensland Public Hospitals) Award – 1991 in conjunction with Nurses (Queensland Health) – Section 170MX Award 2003

Gold Coast Hospital, Ipswich Hospital, Logan Hospital, Redlands Hospital comply with the Mission of Queensland Health.

Queensland Health's mission is 'creating dependable health care and better health for all Queenslanders'. Within the context of this organisation there are four core values that guide our behaviour. These values are -

Caring for People: Demonstrating commitment and consideration for people in the way we work.

Leadership: We all have a role to play in leadership by communicating a vision, taking responsibility and building trust among colleagues.

Respect: Showing due regard for the feelings and rights of others.

Integrity: Using official positions and power properly.

PURPOSE OF POSITION

The purpose of the clinical experience to provide students with the opportunity to meet learning objectives, meet the professional and legislative requirements of midwifery practice, gain experience in all areas covering pre-conception, pregnancy, birth, postnatal and the neonatal period and develop as a safe beginning level practitioner. Experience in a range of models of care assists students to gain an overview of maternity services. The Australian Nursing and Midwifery Council National Competency Standards for the midwife are used as a guiding framework and students are expected to reach a beginning level of competency at completion of their placement.

Providing a positive learning environment is the responsibility of both tertiary education providers and health facilities and working in partnership is the most effective way to provide education and to foster the development of the future midwifery workforce. The midwifery student, under the supervision of an endorsed Midwife, is responsible for the provision of care to women and their babies in a safe, effective and efficient manner whilst developing competence in midwifery practice.

ORGANISATIONAL ENVIRONMENT

Queensland Health is committed to leadership in the provision of responsive and caring health services. Integral to this commitment is ensuring optimal care outcomes are achieved for the childbearing family through the provision of appropriately skilled health care professionals. Specifically, the partnership between the Tertiary Education Provider and the Queensland Health Facility will ensure mutual goal setting in relation to the education and training of

student midwives. This balanced approach does not view the clinical focus as a small adjunct to academic studies but recognizes it as a crucial integrated component of the entire midwifery program.

This partnership model (see page 25) involves close and effective collaboration between the Tertiary Education Provider and the Queensland Health Facility with the aim of easing the transition of the student into professional practice. It is a means of encouraging and supporting student midwives throughout the course of tertiary study and into midwifery careers. Participation at both levels will ensure that student midwives will develop the skills and the knowledge to provide maternity services that meet the diversity and the needs of the childbearing family, thus fostering a workforce that ultimately meets the needs of Queensland.

MATERNITY UNIT CORE VALUES

- That the birth of a child is a unique experience and a family centred event
- The childbearing woman should give birth in a safe, supportive environment with the highest quality expertise available.
- Midwifery promotes the development of open, honest, respectful and trusting relationships
- That midwifery practice is evidence based to support decision making about the care provided

REPORTING RELATIONSHIP

This position reports to the Responsible Midwife of the area currently working in.

WORKPLACE BEHAVIOURS ASSOCIATED WITH THE POSITION

Queensland Health is committed to achieving its mission to improve the health and well-being of all Queenslanders. To sustain the trust of the people of Queensland in fulfilling this mission, and for staff to achieve their full potential, four core values are shared across the organisation. These are caring for people, respect, leadership and integrity. Implementation of these values in the workplace requires commitment. It is expected that the student will:

- Provide client focused care using problem solving skills and demonstrate the ability to complete clinical course requirements.
- Comply with infection control principles and practices including universal precautions.
- Comply with human resource management issues including workplace health and safety, equal opportunity and antidiscrimination as applied in the workplace.
- Comply with legislation, common law and the code of ethics and conduct which affect midwifery practice.
- Participate in Performance Appraisal Development (PAD) to assist in guiding professional development in conjunction with University based assessments.
- Protect and respects the values and rights of individuals and groups.

- Continually seek improvements in the way in which work is undertaken and participate in quality improvement activities.
- Make a positive contribution towards the development and achievement of team goals.
- Participate in Unit Quality Management Programmes.
- Participate in quality and research activities for the clinical area.

DUTIES AND RESPONSIBILITIES ASSOCIATED WITH THE POSITION

Specific : Must be in collaboration with preceptor midwife

- Complete handover, review caseload and plan shift accordingly at commencement of shift to ensure continuity of care provided.
- Complete assessment of clients, which may include a physical assessment and reviewing relevant test results.
- Identify health needs/problems of the childbearing family in a consultative process with the families involved.
- Participate in collecting and collating of data from the woman, relatives or significant others.
- Assist the woman to establish health care goals to meet the demands of childbirth and parenting accessing the supervising midwife when required.
- Facilitate individual/family decision making regarding care by providing appropriate information and refer to appropriate personnel when required
- Modify health education to accommodate cultural variations.
- Provide data to the supervising midwife for the formulation of objectives to meet the needs of the child bearing family.
- Contribute to the development, implementation, evaluation and revision of the care plan to meet the needs of the woman and her significant others.
- Initiate/assist with interventions necessary to ensure the safety of mother and/or her baby.
- Protect the rights of childbearing women and their babies to privacy, dignity, informed consent, information, safety and quality care.
- Evaluate expected outcomes of care and revise care plans with the supervising midwife.
- Respond appropriately to sudden alterations in the health status of the woman and/or her baby.
- Maintain accurate documentation and records of care given.
- Disseminate information related to clinical practices as appropriate.

General

- Actively participate in medical rounds and client conferences as required as well as other work-related group activities to effectively co-ordinate client care, discharges and admissions.
- Respect confidential information obtained in the course of clinical practice and refrain from disclosing information without consent.
- Establish priorities for woman centred care.
- Prepare work environment, check equipment and work within standards and procedures to ensure a safe and client care focused working environment.
- Complete some cleaning duties as required to support client care standards and infection control.

- Initiate emergency response when required and follow emergency procedures under instruction.
- Recognise self-limitations and perform procedures/undertake care independently when deemed competent.
- Negotiate clinical practice opportunities to meet the requirements of the Tertiary Education Provider.
- Seek advice and feedback on clinical assessments and methods for meeting future stated objectives.
- Refer to the QNC requirements regarding delegation and supervision.

Key Skill Requirements / Competencies

Patient Focus	Demonstrated ability to provide comprehensive patient focused care that is evidence based, to achieve identified health outcomes.
Problem Solving	Demonstrated ability to resolve issues using a problem solving framework.
Communication and Interpersonal Skills	Demonstrated ability to communicate effectively in individual and group situations
Teamwork	Ability to work as a team member to achieve clinical and organisational goals.
Information, Communication and Technology Skills	Ability to use clinical information systems relevant to area of practice.
Organisational Commitment and Awareness	Awareness of and ability to apply and adhere to organisational policies, including policies relating to human resources, workplace health and safety and quality improvement. Commitment and motivation to contribute to organisational goals and work consistently with Queensland Health values

ADDITIONAL FACTORS

➤ **Orientation Checklist**

Prior to placement in a Queensland Health Facility, students are required to access the Orientation Checklist (see page) and sign that you have read and understood the content. (Website: <http://www.health.qld.gov.au/sop>)

➤ **Pre –Employment Checks**

This position may be subject to pre – employment history checks including a working with children suitability check (blue card), criminal history, identity or previous discipline history checks for the preferred applicant.

➤ **Enrolment in Postgraduate Master of Midwifery Academic Programme underpins employment**

The position of paid student midwife is a 12 month contract and is dependent upon the student midwife remaining currently enrolled in an approved tertiary academic programme and maintaining satisfactory academic and clinical progress.

➤ **Child Safety**

“All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety. All relevant health professionals are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.”

➤ **Hepatitis B**

Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluid must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook (7th ed) and the Queensland Health Infection Control Guidelines.

Hepatitis B immunisation is a condition of employment for Health Care Workers in Queensland Health who have direct patient contact (eg midwives and student midwives), as well as those staff who, in the course of their work, may be exposed to blood and body fluid, for example by exposure to contaminated sharps

Proof of vaccination must be provided to the Human Resource Management Department before/with acceptance of appointment. Proof of vaccination can be provided via letter from a general practitioner, infection control or occupational health department.

Persons who can provide evidence of non-seroconverters to Hepatitis B immunisation or medical inability to complete Hepatitis B vaccination are assured that this will not affect their employment opportunities.

Health care workers who are Hepatitis C antibody and PCR positive; Hepatitis B e antigen or HBV DNA positive; or HIV antibody positive (as determined by laboratory tests performed on two separate occasions) must not perform exposure prone procedures.

➤ **Queensland Government No Smoking Policy**

Smoking in official motor vehicles and within Queensland Health buildings (including corridors, passageways, walkways, balconies and stairs) other than in defined areas is prohibited.

➤ **Areas of Clinical Practice**

The appointee will be expected to work within all areas of midwifery practice in order to fulfil the requirements of the Queensland Nursing Council's accredited Midwifery Education program being undertaken. This includes designated periods of time in Antenatal Clinic, Antenatal / Postnatal Ward, Birth Suite, Home Visiting Services and the Nursery. Some clinical requirements of the program may need to be achieved in an unpaid supernumerary capacity.

➤ **Shift Work**

Hours of employment may include all shifts (ie morning shift, evening shift and night duty) depending on the facility. Some facilities have introduced 12 hour shifts. The Health Service will provide rostering that permits attendance at

academic study days and provisions are made for students to attend inservice education sessions as appropriate.

➤ **Supervision and Assessment**

The health Facility will provide a primary preceptor/supervising midwife whilst on clinical placement so that

- An acceptable standard of care is maintained.
- Confusion related to differing practices between staff is minimised
- Quality of instruction and learning experiences is increased
- Accountability for student and the clinical program is achieved
- There is consistency in teaching, observation and evaluation of preceptee

Overall assessment of clinical competencies is the responsibility of the Queensland Health Facility who will provide appropriately skilled midwives that have expertise to evaluate/ assess skills of the midwifery student. Assessment/evaluation tools developed by the Tertiary Education Provider will be used.

ASSESSMENT CRITERIA

Qld applicants are required to submit a covering letter and CV only. Applicants applying for a position at Tweed Hospital please see page 18.

Shortlisting and selection will be based upon the Key Skill Requirements and Competencies

HEALTH FACILITIES

Southside Health Service District *Gold Coast Hospital*

Gold Coast Hospital is situated in the south east corner of the state. A 712 bed facility comprising 2 campuses – Southport and Robina its catchment area borders north to Logan District and south to the New South Wales border.

Clinical services provided within Gold Coast Health Service District include: Medical, Surgical, Emergency Medicine, Intensive Care, Cardiology, Paediatrics, Obstetrics and Gynaecology and Rehabilitation to name a few. A range of specialty services including Palliative Care, Parenteral Therapy, Respiratory Resource Service, Wound Management, Acute Pain Service, Patient Liaison Service, Diabetes Resource Service and an Early Discharge Program are also provided.

Additional information on the District is available on QHEPS site via www.health.qld.gov.au

Antenatal Clinic

ANC is co-located with Specialist Outpatients. Operating Monday to Friday it is a combination of Medical and antenatal clinics (including a high-risk clinic) based in the hospital. Booking-In clinics and Midwives clinics are conducted both within the hospital and in day and evening community outreach clinics. There is an antenatal education program running both evening and weekend

sessions and an Antenatal Day Assessment Service operating Monday to Friday.

Birth Suites

Birth Suites is situated on the 3rd floor of the hospital and is adjacent to the new Birth Centre. The Birth Suites is a 10 bed facility that includes a self contained family unit for bereaved families. Gold Coast Hospital conducts approximately 3600 births per year working within a multidisciplinary clinical framework.

Birth Centre

The Birth Centre is a purpose built unit consisting of 2 self contained units focusing on a family environment. Large deep birthing pools are the feature of the rooms. The midwives work in two small group practices (2-3) to provide continuity to women throughout their pregnancy, intrapartum and birthing, and to six weeks postnatally. Women experience early discharge of 4-6 hrs from the birth centre.

Ward 4B/C (Maternity)

The ward is situated on the 4th floor with 39 antenatal/postnatal beds. Lactation consultants and healthy hearing midwives operate within this ward. A lactation consultant conducts antenatal and postnatal breastfeeding classes and community clinics. Both day and evening Labour, Birth and Parenthood classes are provided.

Home Visiting Midwifery Service

This service runs 7 days a week across the home visiting catchment area for the Gold Coast Hospital servicing north to the Pimpama River and South to Burleigh Heads. Discharge is around 48 hours following a normal birth and 72 hours following a caesarean section. Midwives provide postnatal care, education and assessment with referrals to Child Health and allied services as required to approximately 6 women daily on average up until day 7 postnatally.

Special Care Nursery

This is a 20 cot level 2a Special Care Nursery facility situated on the fourth floor and adjacent to Maternity Ward. The Nursery provides care to sick and preterm infants under a family centred care model. Future directions include transition to a Tertiary Level 3 Intensive Care Nursery.

For further information please contact:

Lynne O'Brien - Clinical Educator Maternity, 0404 053615

Christine Vose - Clinical Educator Antenatal & Birthing Services: 0434 564696

West Moreton South Burnett Health Service District IPSWICH HOSPITAL

The West Moreton South Burnett Health Service District is responsible for the provision of health services to the community and is committed to achieving continuous quality improvement in client service within a Quality Management Framework. The District covers approximately 19,460km² to the West of Brisbane and extends from the New South Wales border to the town of Proston to the North. In 2001, the population of WMSB HSD was 200,558. This has grown to 218,172 in 2006, and is projected to increase to 240,875 in 2011. Throughout this time, the population of West Moreton South Burnett Health Service District has remained constant at approximately 5.5% of the total Queensland population.

The West Moreton South Burnett Health Service District provides services to the communities of Boonah, Cherbourg, Esk, Ipswich, Kingaroy, Laidley, Murgon, Nanango and Wondai. Ipswich Hospital is the major acute hospital for the West Moreton Health Service District. Nursing Services are divided into five Business Units – Medical, Surgical, Child and Family Health Services, Integrated Mental Health and the Education/Staff Development/Research Centre. Clinical services are provided for emergency care, specialist outpatients, medical services, surgical services, orthopaedic services, intensive and coronary care, maternity & gynaecology services, rehabilitation services, paediatrics, palliative care, renal dialysis and sterilising services. Ipswich Hospital has a major teaching role providing both undergraduate and postgraduate clinical experience for members of the healthcare team. The Park- Centre for Mental Health is a tertiary mental health facility. Ipswich Hospital is the main acute facility. Community Health services are provided across the district. The Brisbane Youth Detention Centre is a contemporary secure facility accommodating young males and females who have been sentenced or remanded by the courts. Within the Detention Centre is a Health Centre providing 24hour nursing service in addition to other visiting health services.

The Maternity Unit

The Maternity Unit includes a 30 bed ward for antenatal and postnatal women and gynaecological patients, 6 Birth Suites, 16 cot Level 2 Special Care Nursery and a Women & Children's Clinic. The clinic provides for a range of antenatal care options including a Midwives Clinic at the hospital and Community Health Centres at Ipswich and Goodna. Midwives also provide a Young Peoples Clinic at the Community Health Centre and participate in the Young Parents Classes run by Young Peoples Health. Outreach Midwifery services are provided to women in their homes and to women in the Brisbane Women's Correctional Centre. Antenatal education classes are conducted by the midwives and are available for the women and families. The current birth rate is approximately 2500 births per annum with the majority of the births considered 'normal'. The spontaneous vaginal birth rate is approximately 70%. The midwives in the Unit are expected to work in all areas including midwives clinic and early discharge program. Educational opportunities facilitated by members of the multidisciplinary team are available to all staff within the Unit. For further information please contact Lynne Dunne, Child & Family Health Services Educator on 38101131

Southside Health Service District

Logan Hospital

Logan Hospital has 338 beds and is situated midway between Brisbane and the Gold Coast and includes some southern Brisbane suburbs, Logan City, Gold Coast hinterland and Beaudesert Shire to the border of New South Wales. Additional information on the District is available on QHEPS site via www.health.qld.gov.au

Antenatal Clinic

ANC is situated in Specialist Outpatients. This unit operates Monday to Friday with a combination of Medical and antenatal clinics including a high-risk clinic based in the hospital. Booking-In clinics and Midwives clinics are conducted within the community. Two young parent programs are conducted within the community in conjunction with non-government organisations. There is an antenatal education program that runs both evening and weekend sessions.

Birth Suites

Approximately 3500 babies are born at Logan Hospital each year. Birth Suites is situated centrally to the wards, Special Care Nursery and the Operating Suite. Birth Suite is comprised of 9 birthing rooms, each with en suite bathroom. There is also self contained accommodation for women and their families experiencing pregnancy bereavement. The Pregnancy Loss Coordinator Midwife coordinates the midwifery care for these women.

The Maternity Assessment Unit

This is situated in ward 2E. A senior midwife provides telephone advice to women as well as assessment of labour. The MAU midwife also assesses GP and self referred women with a range of pregnancy related complications. She works collaboratively with the Obstetric Registrar assigned to MAU.

Wards 2D & 2E (Maternity)

They are situated at the end of the main hospital street. There are 30 beds in 2D with an extra 12 available in 2E in case of overflows.

A lactation consultant conducts antenatal and postnatal breastfeeding classes. Logan Hospital is a Baby Friendly Health Initiative accredited Hospital.

Community Midwifery Service

This service runs 7 days a week with two midwives. These midwives see on average of 12 women daily, mostly post delivery, although there is the facility to see antenatal clients also.

Special Care Nursery

This is a level 2 nursery, a 16 cot facility that is situated between 2D & 2E and adjacent to Birth Suites. The nursery has a home visiting service for mothers and babies who meet the criteria for early discharge.

Midwifery Group Practice

In January 2009 Logan Hospital introduced a small Midwifery Group Practice comprised of six midwives working in pairs who offer a case loading model of care to a defined group of socially at risk women.

For further information please contact Jodi Bunn, Nurse / Midwifery Educator Women & Children's (07) 3299 9571

Southside Health Service District *Redland Hospital*

Women and Birthing Service

Queensland Health's Bayside services are part of the Southside Health Service District. The District was created in 2007 through the consolidation of the Bayside, Logan-Beaudesert and QEII Jubilee Hospital Districts.

The Redland Hospital is an acute care facility which provides medical, surgical, obstetric, paediatric and mental health and emergency care services as well as a range of Specialist Consulting Services, together with Clinical Support Services for Radiography, Pharmacy, Pathology and Allied Health Services.

The Women and Birthing Service is strategically and operationally part of the Acute Services at Redland Hospital.

The Women and Birthing Service provides care to families within its Antenatal Service, Antenatal / Postnatal Inpatient Unit, Birthing Unit, Home Visiting Service and Special Care Baby Unit Level 2B. The Midwives provide care within all areas of the Women and Birthing Service with Clinical Nurse support. The Clinical Nurse Consultant provides resource / mentoring in each of the speciality areas.

Midwifery Staff work in all clinical areas of the Service with appropriate Clinical Nurse support as both clinical resource and direct supervising line of communication. The Clinical Nurse Consultant provides expertise and support to staff in all clinical areas.

The Women & Birthing Service recognises the importance of education and through close affiliations with Queensland universities support and nurture midwifery students in paid placements within the unit.

Midwifery students are supported through a preceptorship model whereby they are assigned individual preceptors to facilitate their learning environment.

Midwifery students provide midwifery care under the direct supervision of the endorsed midwife and as such form an integral part of the Women & Birthing team.

For further information please contact: Trish Cottle, CNC- Midwifery, Phone: 3488 3455.



NORTH COAST AREA HEALTH SERVICE

THE TWEED HOSPITAL

JOB AND PERSON SPECIFICATION

DIVISION:	Nursing Division – Division of Surgery, Paediatrics, Obstetrics & Gynaecology – Women’s Care Unit
TITLE OF POSITION:	Registered Nurse, Student Midwife.
AWARD CLASSIFICATION:	Registered Nurse
HOURS OF WORK:	Temporary Part Time. 11 month Contract. Weekday roster: Monday to Friday. Rotating roster, all shifts including night duty.
REPORTS TO:	Nurse Unit Manager – Women’s Care Unit.
RESPONSIBLE TO:	Director of Nursing and Patient Care Services through Nurse Manager, Division of Surgery, Paediatrics, Obstetrics & Gynaecology

JOB SPECIFICATION:

1. QUALIFICATIONS AND EXPERIENCE:

- **Current registration and eligible to practice as a Registered Nurse in New South Wales.**
- **Demonstrated 12 months experience (minimum) as a General Registered Nurse within a Hospital Surgical setting or equivalent.**
- **Demonstrated experience working with mothers, fathers and babies.**
- **Demonstrated knowledge of the Australian Nursing and Midwifery Council’s National Competency Standards for the Midwife.**
- **Demonstrated commitment to and knowledge of OH&S legislation and an understanding of EEO.**

Write your responses to the above selection criteria to demonstrate to the selection committee that you have the right qualifications, skills, experience and knowledge to effectively carry out the duties of the position. It is vitally important that you address all of the

criteria in the position description. As the criteria is the primary method used to assess an applicant's suitability.

2. POSITION SUMMARY:

The Registered Nurse functioning as a Student Midwife, will provide quality nursing care to women, their partners and new born infants under the direction of qualified midwives.

The Registered Nurse/ Student Midwife, will maintain currency of knowledge, by formal educational means and or participation in relevant professional activities and seminars.

3. GENERAL DUTIES AND RESPONSIBILITIES:

- Read and be familiar with Women's Care Unit Birthing Suite and Special Care Nursery policies and practice guidelines and attend ward duties under the supervision of a Midwife.
- Using a best practice approach, develop knowledge and skills to provide support and advice to mothers and their support persons across the continuum of care.
- Ensure that women and their support persons are courteously received and orientated to the ward.
- Ensure that patients, babies and records are correctly identified according to unit policy.
- Adhere to the department/hospital policies and procedures.
- Report to the Nurse Unit Manager or Registered Midwife, as necessary regarding issues related to the management of patients or babies.
- Maintain a professional manner whilst on duty, wearing the correct attire at all times.
- Demonstrate appropriate communication skills when liaising with patients, team members and other areas of the hospital / health service.
- Actively promote a holistic approach to patient care, which focuses on individual needs and rights of the patient.
- Assess the physical and psychological needs, rights and safety requirements of each patient to determine appropriate nursing care. Document and report any concerns regarding treatment and deviations from the expected.

- Assume an advocacy role for patients and other staff when appropriate.
- Accurately complete all documentation required in the provision of patient care.
- Maintain own clinical knowledge base to ensure up-to-date skills as they relate to maternity, or neonatal patients.
- Participate in educational on site sessions (in own time) if appropriate.
- Undertake an appraisal with the preceptor and co-signed by the Nurse Unit Manager at the end of the course.

4. CONTINUOUS QUALITY IMPROVEMENT:

- Exhibit a commitment to the provision of a quality service and develop knowledge in participation of activities to achieve continuous improvement.

It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual(s) for their Department and to work within the principles contained therein.

MANDATORY IN-SERVICE EDUCATION PROGRAMS:

It is the responsibility of each staff member to attend the following courses upon commencement and annually thereafter:

- First Attack Fire Fighting and Fire Exiting;
- Fire Awareness and Safety;
- Evacuation Theory and Practical;
- Manual Handling;
- Mandatory Notification of Child Abuse;
- Infection Control Lectures;
- Quality Assurance - EQulP - CHASP
- CPR

6. SAFETY RESPONSIBILITIES:

It is the employee's responsibility to:

- Attend orientation and fire drill training on commencement;
- Report accident, incident and potential hazards immediately to their Supervisor;

- Be familiar with emergency and evacuation procedures;
- Comply with Occupational Health and Safety requirements;
- Take responsible care of the health and safety of others.

NON-SMOKING POLICY:

Smoking is prohibited in buildings and vehicles within the Public Health System.

**OCCUPATIONAL HEALTH AND SAFETY
RESPONSIBILITIES FOR NON-MANAGERIAL STAFF**

Generic:

Follow defined OH&S and injury management policies and procedures related to the work being undertaken, in order to ensure their own safety and the safety of others in the workplace.

Specific:

- to take reasonable care for the safety of others in the workplace who may be affected by their acts or omissions;
- to cooperate with management in efforts to comply with any requirements of the OH&S Act and other legislation with regard to health, safety and welfare in the workplace;
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the OH&S Act or other legislation;
- to report to their supervisor all accidents or incidents which could foreseeably have resulted in injury to others in the workplace or damage to property;
- to report to their supervisor all hazards or potential hazards;
- to follow safe work instructions, notifying their supervisor of any differences between such instructions and the way that the task is actually performed;
- to be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures;
- to provide input into regular safety inspections for their department.

Occupant Name: _____

Employee No: _____

Date Appointed: _____

I have read the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant award.

Occupant's Signature: _____

<u>APPROVAL</u>	
Date Position Description Approved:	____/____/____
Review Date:	____/____/____
Approving Officer:	
Name:	_____
Date:	____/____/____
Signature:	_____

Original: February 2004.
Reviewed Dec 2004
Reviewed Oct 2005.
Reviewed Jan. 2006.
Reviewed Feb. 2007

Pre-Employment Checks

Referee Reports.

If you are the preferred applicant, comments as to your demonstrated ability or potential to fulfil the selection criteria will be sought from your nominated referees. Referees will be required to confine their comments to direct knowledge of you. It is therefore important that you nominate referees who are able to discuss your suitability in relation to the selection criteria. Consider providing them with a copy of the position description and your application so that they are prepared to provide relevant information to the selection committee.

When you nominate someone as a referee, you should make sure that the referee is aware of, and comfortable with the fact that he/she has been nominated in order to avoid misunderstandings.

Criminal Record Check.

The North Coast Area Health Service requires that criminal records check be undertaken for all positions prior to offering an appointment. A criminal record does not necessarily disqualify applicants recommended for selection. If the Area Health Service is considering rejecting your application on the basis of a criminal record, you will be given the opportunity to discuss the matter fully prior to any decision being made.

Proof of Identity.

Proof of identity is required of all applicants and is similar to that which is required by financial institutions. Do not send any original documents of identity with your application. These documents will be required to be submitted to the Tweed Hospital. Proof of identity requires 100 points which can be accumulated from a combination of various documents, e.g. Passport, Birth Certificate, Student ID Card, Drivers License, Credit Card.

Health Assessments.

The Health Service is committed to supporting persons recommended for employment on the basis of merit. Similarly, the Health Service is committed to the health, safety and welfare of its employees and actively assists employees to carry out the inherent job requirements and job demands of a position. Should you be the preferred applicant, you will be required to complete a Health Declaration and a Pre-employment Health Assessment may be required to enable the Health Service to meet its Occupation Health and Safety obligations.

Due to the area in which you will be required to work, Proof of Vaccination will be required as per NSW Health Policy : “ **Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases** “ PD2007_006. 1st February 2007. (available on NSW Health web site, Policy

Directives, Guidelines and Information Bulletins, search by A to Z, under "O", www.health.nsw.gov.au)

You will be required to provide evidence of immunisation of Diphtheria, Tetanus, Whooping Cough, Measles/Mumps/ Rubella, TB/Mantou, Chickenpox and Hepatitis B

Pre-Employment Screening.

The Department of Health, in consultation with Health Service human resource managers, has determined that applicants for security positions, eg security manager, security officer and health and security assistant, who have been successful in gaining an interview must be pre-employment tested prior to interview. It is irrelevant whether the prospective applicant is currently employed within the public health system. Pre-employment screening of all staff selected for interview ensures the integrity of the recruitment process by allowing the selection panel to assess each applicant interviewed with the same level of available evidence.

NORTH COAST AREA HEALTH SERVICE *THE TWEED HOSPITAL*

The Tweed Hospital has approx 220 beds. Located parallel to the Tweed River on the border of New South Wales and Queensland in Tweed Heads. The original hospital was built in the mid 1970s and the new extensions opened in 2002.

The Tweed Hospital is a teaching hospital for the University of Sydney, Griffith University and Bond University, Medical and Nursing students attend for clinical blocks throughout the year. The Tweed Women's Care Unit accepts two midwifery students from Griffith University each year.

The Tweed Women's Care Unit is a combined Maternity and Gynaecological Surgery Unit. The areas in which students will gain experience are Birthing Suite, Special Care Nursery, Postnatal, Antenatal Clinic plus community midwifery, parent education and child and family health, to observe the extension of the role of the midwife. The Tweed birthing unit conducts approx 1300 births per year. The Tweed Hospital accepts high risk obstetric patients above 32 weeks gestation.

Free Parking is available in hospital car park and surrounding streets. You will be required to wear a uniform of navy slacks or skirt with a white shirt and navy or black enclosed shoes. If you remain on permanent staff a Corporate uniform needs to be purchased. To date The Tweed Hospital has permanently employed the students that we have trained.

Contact information Mrs Margaret Watherston, NUM, Women's Care Unit ,
ph. 07 5506 7403.



Orientation Checklist

It is a requirement of Queensland Health that you review these topics prior to your placement. Please ensure that you have read and understood them.

(please tick to indicate the areas that you have read and understood)

Student Expectations

- Professional behaviour & responsibilities
- Code of conduct
- Professional appearance
- Use of cars
- Home visits
- Blue card

Confidentiality, Privacy & Documentation

- Confidentiality
- Privacy
- Documentation

Workplace Health and Safety

- Fire safety
- First aid
- Manual handling
- Incident reporting
- Infection control

Cultural Diversity

- Multicultural Awareness & Language Services
- Aboriginal and Torres Strait Islander Health

I _____ certify that I have read and understood the essential information on the Queensland Health orientation website in preparation of my placement.

I understand that this orientation is one of the requirements of eligibility for a placement at a Queensland Health facility.

Signature: _____ Date: _____

Name: _____

Course: _____ Institution: _____

COLLABORATIVE CLINICAL PLACEMENT MODEL.

