

# Position Description



## 1. General Information

<b>Position Title:</b>	Registered Midwife/Nurse
<b>Position Reports to:</b>	Central Resource Unit Manager
<b>Enterprise/Individual Agreement:</b>	Epworth HealthCare Nurse/Midwives Enterprise Agreement 2020-2024
<b>Classification/Grade:</b>	Grade 2
<b>Key Relationships - internal and external</b>	<ul style="list-style-type: none"><li>• Hospital Staff</li><li>• VMO's</li><li>• Central Resource Unit operational team</li></ul>

## 2. Overview of Epworth HealthCare

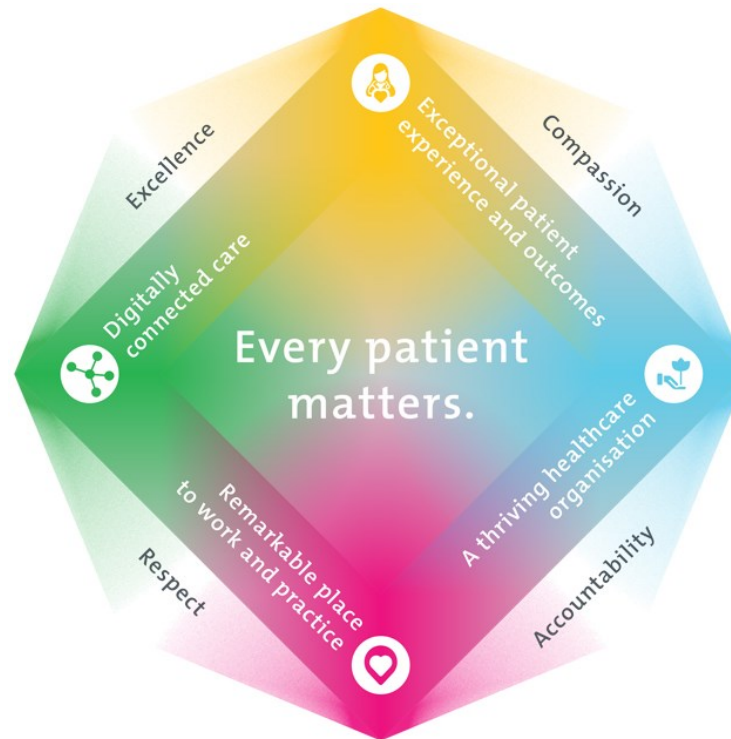
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

## 3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

**Exceptional patient experience and outcomes** - To empower our patients and deliver compassionate, expert and coordinated care.

**A thriving healthcare organisation** - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

**Remarkable place to work and practice** - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

**Digitally connected care** - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

To plan and provide the highest quality of midwifery care consistent with departmental standards and in accordance with the patient's physical, psychological, emotional, social and spiritual well being. In particular to utilise available resources in the most cost effective manner, promote and participate in quality activities, and provide outstanding customer service to ensure positive clinical outcomes.

## 5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

<b>Clinical Governance Domain</b>	<b>Role</b>
<b><i>Leadership and culture</i></b>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<b><i>Consumer Partnerships</i></b>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<b><i>Effective Workforce</i></b>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<b><i>Clinical Safety and Effectiveness</i></b>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<b><i>Risk Management</i></b>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

## 6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p><b>Clinical Care</b></p> <ul style="list-style-type: none"> <li>Practice in accordance with Nursing and Midwifery Board of Australia (NMBA), and ANMAC Standards for Practice</li> <li>Practice in accordance with legislative and common law requirements</li> <li>Actively participate in a team nursing model of care</li> <li>Utilises a reflective, critical thinking and evidence based approach to the clinical care of patients</li> <li>Encourages patients and family members participation in all stages of care continuum</li> <li>Performs effective admission and discharge processes in accordance with organisation KPI</li> <li>Timely reporting of outcomes of nursing interventions to the Nurse Unit Manager (or delegate)</li> <li>Demonstrate empathy and compassion to patients and their family, colleagues and VMOs. Respect and uphold the dignity and rights of consumers, relatives, carers, colleagues and members of the community</li> <li>Maintain patient confidentiality as prescribed by the relevant Acts and organisational policies and protocols</li> <li>Practices in accordance with Infection Control Standards</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with mandatory and unit specific competencies every 12 months or as prescribed</li> <li>Compliance with NMBA National Competency Standards for Registered Nurses</li> <li>Compliance with NSQHS</li> <li>Compliance with legislative and common law requirements</li> <li>Compliance with discharge KPI</li> <li>Patient and customer service satisfaction surveys to be within organisational targets</li> <li>Sound relationships developed and maintained with customers</li> <li>Compliance with Information Privacy Act (2000) and the Health Records Act (2000) and all other Epworth HealthCare policies and protocols</li> <li>Compliance with Call Bell response KPI</li> <li>Consistently conduct &amp; participate in bedside handover</li> <li>Informs NUM/ANUM of emerging patient deterioration, and escalates accordingly</li> </ul>
<p><b>Quality Improvement</b></p> <ul style="list-style-type: none"> <li>Strives to consistently improve service delivery and clinical practice</li> <li>Provides suggestions, and feedback to ANUM and NUM on quality activities</li> <li>Actively participates in quality improvement activities within the unit or department in accordance with the National Standards for Clinical Excellence and ACHS Accreditation Standards</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of participation in quality activities</li> <li>Improved patient care</li> <li>Improvement in performance of unit and Epworth healthcare site</li> <li>Show a proactive attitude in reviewing, supporting and implementing relevant research into the clinical environment</li> <li>Provide leadership [with appropriate supervision] to other team members by acting as Nurse In Charge as required</li> </ul>
<p><b>Personal and Professional Development</b></p> <ul style="list-style-type: none"> <li>Participates in prescribed performance development system annually</li> </ul>	<ul style="list-style-type: none"> <li>Completion of annual performance appraisal</li> </ul>

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<ul style="list-style-type: none"> <li>• Evaluates personal performance and plans self-development</li> <li>• Participates in supervision of Enrolled Nurses and students (where requested by NUM)</li> <li>• Participates in the orientates new and casual staff</li> <li>• Participates in and provides as requested by NUM (or delegate) education to unit staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participates in staff in-service program, ward meetings and ward education</li> <li>• Completes of all Epworth and department training/competencies annually or as required</li> <li>• Identifies potential quality improvement projects within the department and works with NUM and team to address where appropriate</li> <li>• Preceptors undergraduate students and graduate midwives as directed by NUM/educator</li> </ul>
<p><b>Customer Service</b></p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> <li>• Provide excellent, helpful service to patients, visitors and staff</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience</li> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Actively seek to understand patients' and their family's (customers) expectations and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Patient and customer service satisfaction surveys within agreed targets</li> <li>• Use AIDET principles in all interactions</li> <li>• Issues are escalated to the manager and resolved in a timely manner</li> </ul>
<p><b>Safety and Wellbeing</b></p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"> <li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to infection control/personal hygiene precautions</li> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li> <li>• Mandatory training completed at agreed frequency</li> </ul>

## 7. Position Requirements/Key Selection Criteria

COMPONENT	
<p>Qualifications</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Registered Midwife, with current AHPRA registration OR Registered Nurse with Midwifery qualification</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Relevant post graduate education qualifications</li> </ul>
<p>Previous Experience</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of private healthcare sector</li> </ul>
<p>Required Knowledge &amp; Skills</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of professional nursing competency standards, code of practice and professional nursing trends, National Standards for Clinical Excellence and ACHS Accreditation Standards</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent clinical skills and knowledge</li> <li>• Computer literacy</li> </ul>
<p>Personal Attributes &amp; Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> <li>• Compassion</li> <li>• Accountability</li> <li>• Respect</li> <li>• Excellence</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to build effective relationships with a diverse range of people and to participate in effective teams</li> <li>• Commitment to ongoing personal professional development</li> <li>• Ability to impart knowledge and be receptive to new ideas and practices</li> <li>• Committed to providing a safe environment for patient and colleagues</li> </ul>

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## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
October 2016	August 2025	

## 8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_