

POSITION DESCRIPTION

Position Title:	RUSOM (Registered Undergraduate Student Of Midwifery)
Business Unit/Division:	Women’s & Children’s
Award Agreement:	Nurses and Midwives Enterprise Agreement
Classification:	RUSOM Year 1 – YP15
Employment Type:	Part-Time, Fixed Term
Reports to:	Maternity Unit Manager
Date Prepared/Updated:	08/08/2025

General Role Statement:

The role of the RUSOM is to provide support to the midwifery team in the delivery of safe and quality patient centred care. The RUSOM is required to work under the direction and supervision of a registered midwife at all times, within their level of education and assessed competencies and also under clearly defined role

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women’s Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.

- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The role of the RUSOM is to provide support to the midwifery team in the delivery of safe and quality patient centred care. The RUSOM is required to work under the direction and supervision of a registered midwife at all times, within their level of education and assessed competencies and also under clearly defined role parameters.

Delegation and supervision occur at all times in accordance with the Nursing and Midwifery Board of Australia, Registered Midwife Standards for Practice and the Delegation and Supervision Guidelines for Victorian Nurses and Midwives. As part of this, Registered Midwives may only delegate aspects of care to the RUSOM which are consistent with the educational preparation, skill level and assessed competencies of the RUSOM. In exercising his / her professional judgment the Registered Midwife must also give due regards to the health needs of the patient including patient acuity and the potential for change in the patient's medical status.

The main objectives of this role are:

- To participate in delegated care delivery relating to patient activities of daily living, ensuring that the personal needs and comfort of patients is maintained
- To assist in providing a safe patient environment and additional supervision ensuring patient safety is maintained
- To enhance patient recovery by assisting with patient bed positioning, transfers, ambulation and other care activities as outlines in the RUSOM specific duty list within the care environment
- Assist with basic infant care and settling, including baby bathing and hygiene needs
- Within the confines of the RUSOM role, to provide general support to the Wards, ensuring effective and efficient care delivery

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government

and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

In accordance with the Nursing and Midwifery Board of Australia, Registered Midwife Standards for Practice and the Delegation and Supervision Guidelines for Victorian Nurses and Midwives, the RUSOM should:

- Demonstrate a commitment to patient-centred care and to work aligned with the Northern Health values
- Work within the RUSOM role and defined parameters as determined by the RUSOM position description and the specific RUSOM core duties inclusion/exclusion list:

INCLUSION LIST	
Area of care	Activity
Hygiene	<ul style="list-style-type: none"> ➤ Assist with personal hygiene of woman ➤ Assist with Caesarean Section(CS)/perineal wound hygiene ➤ Remove/replace CS dressings as appropriate as directed by midwife ➤ Assist with dressing/undressing ➤ Removal of make-up and nail polish for procedures ➤ Hand-hygiene ➤ Pre-operative site preparation (with surgical clippers only) ➤ Assist with baby bathing and hygiene needs
Toileting	<ul style="list-style-type: none"> ➤ Change soiled bedding/under pads ➤ Assist with changing maternity pads ➤ Provide, record and empty urine pans for women on fluid balance charts ➤ Empty and record urinary catheter bag drainage ➤ Document and report lochia and elimination amounts to the midwife ➤ Assist nappy changing of baby
Manual Handling & Mobility	<ul style="list-style-type: none"> ➤ Assist with transfers, sitting women out of bed/on toilet/commode ➤ Assist women to change position in bed ➤ Provide pressure area care ➤ Assist with mobilizing women ➤ Assist in the use of manual handling hoists/aids ➤ Transport for discharge ➤ Assist with basic infant care and settling
Nutrition	<ul style="list-style-type: none"> ➤ Assist with safe meal set up, adjusting table and opening packages as required ➤ Provide water/refilling water jugs or making drinks for women

	<ul style="list-style-type: none"> ➤ Assist with infant feeding per care plan and women's preferred methods
Environment	<ul style="list-style-type: none"> ➤ Ensure falls prevention strategies for mothers are in place ➤ Maintain safe and tidy ward environment ➤ Placing flowers in vases, water changes for flowers/vases ➤ Making beds/cots ➤ Assist in safe infant sleeping practices, as per current safe sleeping guidelines
Communication	<ul style="list-style-type: none"> ➤ Answering call bells, including staff assist ➤ Reporting and/or escalating all care/concerns to supervising midwife/s ➤ Assist with communication tools for women (iPads/Wi-Fi etc) ➤ Referring all aspects of care outside scope to midwife ➤ Direct visitors to ward or midwife for assistance ➤ Respond to, and report emergencies as per hospital policy ➤ Attend handover and local team meetings/education sessions ➤ Orientate women and family/carers to ward environment ➤ Seek regular feedback from supervising RM/s and reflect on practice
Documentation	<ul style="list-style-type: none"> ➤ Complete fluid balance chart: oral input, urine output; report to midwife ➤ Complete feeding chart for baby ➤ Complete newborn output chart and report to midwife ➤ Complete baby weight, document and report to midwife ➤ Assist in the documentation of valuables ➤ Assist in filling out bedside communication boards ➤ Complete incident reporting as per hospital policy
Maintenance	<ul style="list-style-type: none"> ➤ Restock non-emergency supplies and equipment ➤ Clean and put away equipment between uses
Other Duties	<ul style="list-style-type: none"> ➤ Assist packing/unpacking women's belongings when required ➤ Attend professional development sessions ➤ Attend and report at staff meetings ➤ Initiate emergency response alarms as per organisational policy ➤ Running simple errands within hospital grounds ➤ Re-application of anti-embolic stockings ➤ Conducting ward audits and surveys ➤ Observation of midwifery procedures performed by midwife if time permits.

EXCLUSION LIST	
Area of care	Activity
Hygiene	<ul style="list-style-type: none"> ➤ Cutting/trimming nails- including babies nails
Toileting	<ul style="list-style-type: none"> ➤ Insertion of urinary catheters ➤ Urine specimen collection
Manual Handling & Mobility	<ul style="list-style-type: none"> ➤ Transport of women or babies awaiting transfer to other facilities
Nutrition	<ul style="list-style-type: none"> ➤ Refilling water jugs or making drinks for women on fluid/diet restrictions ➤ Develop or changing infant feeding plans ➤ Provide infant feeding advice

Environment	<ul style="list-style-type: none"> ➤ Checking emergency equipment (resus trolley and bedside oxygen/suction)
Communication	<ul style="list-style-type: none"> ➤ Provide clinical information and advice to women or families ➤ Taking verbal clinical orders from unregulated health care workers, admin, medical or allied health staff ➤ Accepting delegated duties from an enrolled nurse (EN) ➤ Taking verbal pathology results via telephone ➤ Providing advice, counselling, confirming new diagnosis and communicating confidential information
Documentation	<ul style="list-style-type: none"> ➤ Completing documentation on women on fluid/diet restriction ➤ Completing progress notes ➤ Documenting on general observation charts ➤ Completing care plan details on communication boards or handover sheets

Maintenance	<ul style="list-style-type: none"> ➤ Restock emergency supplies in resus trolley ➤ Restocking medicine supplies
Other Duties	<ul style="list-style-type: none"> ➤ Allocation as the primary midwifery care for women or babies ➤ Escorts of women or babies, unless outlined in core duties list ➤ Woman or baby assessment including – risk assessments, vital signs, blood glucose levels, urinalysis, fetal monitoring and collection and labelling of specimens ➤ Care of complex women or babies ➤ Medication administration ➤ IV therapy management ➤ Oxygen therapy ➤ Suctioning ➤ Wound management ➤ Measurement and initial fitting of anti-embolic stockings

- Accept accountability and responsibility for own actions, and ensure that work is within the capability and boundaries of the RUSOM at all times.
- Contribute to positive patient outcomes by ensuring all elements of delegated work is completed accurately and in accordance with Northern Health policies and procedures
- Ensure patient privacy and dignity is maintained at all times
- Within their level of education and assessed competency, observation and reporting of patients at risk of harm to self / others
- Maintain a safe patient environment and report incidents promptly to the supervising Registered Midwife and other relevant member/s of the nursing team
- Communicate effectively with patients, families and the interdisciplinary team
- Participate in documentation as relevant
- Ensure relevant infection control policies are adhered to at all times
- Assist to maintain stock levels of ward supplies
- Perform other duties within limits of training, skill and competence as outlined in the specific unit duty list to maximize flexibility and efficiency
- Accept responsibility to meet all organizational and clinical competencies within allotted timeframe
- Participate in regular ward/group meetings and/or education sessions as directed by the Nurse Manager

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Current National Police and Working with Children History Check.
- Currently enrolled in Bachelor of Midwifery or Bachelor of Nursing and Midwifery dual degree
- Evidence of completion of the 1st year requirements of the Bachelor of Midwifery degree, or Bachelor of Nursing and Midwifery dual degree
- Registration as a midwifery student with AHPRA

- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Desirable

- Previous clinical placement experience at Northern Health

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: