

POSITION DESCRIPTION

Position Title:	Rotational Registered Nurse & Midwife/ Registered Midwife
Business Unit/Division:	Women's & Children's
Award Agreement:	22- Registered Nurses (relevant years)
Classification:	YS2-YS8
Employment Type:	Fixed Term/On-Going Part Time
Reports to:	Midwifery Unit Manager
Date Prepared/Updated:	September 2025

General Role Statement:

A midwife or nurse/midwife is responsible for providing care to women and their families within a multi-disciplinary environment. A registered midwife will ensure that midwifery care is planned, implemented, evaluated and maintained at high standard.

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 Community Hospital
- 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

A midwife or nurse/midwife is responsible for providing care to women and their families within a multi-disciplinary environment. A registered midwife will ensure that midwifery care is planned, implemented, evaluated and maintained at high standard whilst:

- Recognising the needs and acknowledging the dignity, culture and values of each woman and her family
- Ensuring that the wellbeing of each woman/baby is the primary focus of care within the unit

This role also encompasses women's health, gynaecology, sexual and reproductive health in both an inpatient and ambulatory care setting.

As a rotational midwife you will be required to work across the continuum of midwifery, this includes: antenatal, intrapartum, post-partum and Domiciliary care.

While maternity services are provided over a 24-hour period and you will be rostered to work across all shifts; this includes day, evening and nights as well as weekends.

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

Leadership

- Demonstrates the ability to assist and support organisational change.
- Actively participates in mentor / preceptorship of all new midwifery staff.
- Acts as a resource person / mentor to all midwifery staff rotating within Birthing Suite.
- Attendance at meetings as stipulated by the Unit Manager.
- Commitment to specific portfolio rotations as assigned by the Unit Manager.
- Demonstrate knowledge and understanding of the Unit equipment maintenance and replacement program.

Strategic and Project Management Leadership

- Demonstrates a comprehensive knowledge, initiates and participates in the development of Northern Health midwifery policies, procedures and protocols.
- Recognises the values of research in contributing to developments in midwifery and improved standards of care, by initiating and participating in hospital Quality Improvement/Research Activities.
- Ensures incidents regarding clinical practice are accurately documented and investigated at the time of the incident and the Unit Manager is informed.
- In liaison with the Unit Manager, reviews systems and processes as they relate to activity and implement changes as appropriate– including policy review as delegated.
- Practices within policy and procedural guidelines.
- Demonstrates understanding of quality, injury prevention and clinical risk in relation to practice.
- Is responsible for the implementation of the yearly quality plan and associated performance indicators as delegated by the Unit Manager

Organisation-Wide Contribution

- Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health from time to time, including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace.
- Comply with all relevant Legislation.

- Contribute to continuous quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of our customers.
- Undertake all mandatory training as required
- Contribute to improving patient safety and maintaining Northern Health's accreditation status by being familiar with the National Safety and Quality Standards and Criteria; how these relate to your work and ensuring these are embedded in your approach to work where applicable:
<https://intranet.nh.org.au/quality-safety/>
 - Clinical Governance
 - Partnering with Consumers
 - Preventing and controlling Healthcare Associated
 - Medication Safety
 - Comprehensive Care
 - Communicating for Safety
 - Blood Management
 - Recognising and Responding to Acute Deterioration
- Follow the guidelines provided in the Code of Conduct for staff of Northern Health.
 - Contribute to a culture of consumer participation by ensuring that activities within the area of responsibility are inclusive of and responsive to the needs of our consumers
 - Support achievement of Northern Health's Cultural Responsiveness Plan
<https://intranet.nh.org.au/departments-and-services/transcultural-language-services/about-us/northern-health-cultural-responsiveness-plan-2/>
- Promoting a culture of risk awareness and ownership

Diversity and Inclusion

- Commit to the principles of Person-Centred Care and to embedding these principles in all elements of service provision.
- Exhibit customer service behaviours in all interactions with internal and external customers.
- Work with consumers to improve the safety and quality of services.
- Support achievement of Northern Health's Cultural Responsiveness Plan.
- Promote a physical and psychosocial environment which promotes the safety and wellness of staff.

Innovation and Culture Change

- Ensure patient record management meets legal, professional and organisational standards.
- Ensure patient incidents are recorded on Riskman
- Utilise patient and carer feedback to inform the delivery of patient-centred care. Promote a physical and psychosocial environment which promotes the safety and wellness of staff.
- Promote a unit culture of optimism, innovation, encouragement, learning and creativity

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Current Registration as Registered Nurse or Midwife or Registered Midwife, with AHPRA
- Must possess excellent communication skills, written and verbal.
- Must be able to demonstrate sound clinical assessments and analysis, and implement

indicated treatments.

- Must be able to work a rotating roster, including day, evening and night duty shifts
- Must be computer literate, able to access and utilise all Northern Health IT systems which are relevant to completion of duties.
- Must have a current FSEP with a minimum level 2
- Current National Police and Working with Children History Check.
- 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 and being fully vaccinated against Covid-19. 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.
- **All Key Personnel under the *Aged Care Act 1997* and related legislation, must complete an annual Key Personnel Suitability Assessment, notify MyChecks@nh.org.au within 14 days of any change in their suitability circumstances, and provide Northern Health with required documentation (e.g. police checks, statutory declarations) to support ongoing record-keeping obligations – added is if required from front page**

Experience

- Minimum 2 years' experience in Midwifery

Knowledge, Skills and Behaviours

- Practices with high level of integrity and professionalism.
- Consistently shows respect and compassion to all.
- Able to approach conflict openly and with a problem-solving approach.
- Capacity for constructive self-reflection and learning from actions and feedback.
- Up to date annual mandatory training.

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature:

Date: