

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
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub and,
- Mernda Community Hospital

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.

Essential:

- 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. 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.



POSITION DESCRIPTION

Position Title:	GP Liaison Midwife
Business Unit/Division:	Women's and Children's Antenatal Clinics C1352
Award Agreement:	Nurses and Midwives (Victorian Public Sector) Enterprise Agreement
Classification:	CNC ZA7
Employment Type:	Fixed Term Contract, 48hrs per fortnight to 30 th June 2026 Monday-Thursday 09:00-15:30 (negotiable)
Reports to:	Antenatal Clinic Midwifery Unit Manager
Date Prepared/Updated:	December 2025

ROLE STATEMENT

The GP Liaison Midwife acts as a crucial link between a hospital's maternity services and general practitioners (GPs), facilitating communication, collaboration, and improved patient care. This role involves building relationships with GPs, enhancing shared-care policies and pathways, promoting hospital services, coordinating education and support, and ensuring timely and smooth patient pathways between the hospital and primary care.

This position is responsible for:

- **Building and Maintaining Relationships:**
Establishing and nurturing strong connections with GPs and their practice teams to foster open communication and collaboration
- **Promoting Hospital Services:**
Communicating information about the hospital's maternity services, specialists, and referral processes to GPs and their patients.
- **Facilitating Communication:**
Acting as a point of contact for GPs, addressing queries, and ensuring timely information transfer between the hospital and primary care.
- **Coordinating Education and Support:**
Organizing and supporting educational activities for GPs, such as workshops and seminars, to enhance their knowledge of maternity care and hospital services.
- **Policy Development:**
Develop Shared Care policy, schedule of care and process for Northern Health patients accessing GP Shared Care
- **Improving Patient Pathways:**
Working with GPs and hospital staff to streamline referral processes, optimise shared care patient care pathways, and minimize potential disruptions in care.
- **Representing the Hospital:**
Attending relevant meetings and events to represent the hospital's maternity services within the broader medical community
- **Advocating for Primary Care:**
Championing the role of general practice within the hospital setting and ensuring that primary care perspectives are considered in decision-making.
- **Contributing to Quality Improvement:**
Participating in quality improvement activities related to shared care programs, patient handovers, and other initiatives to enhance maternity care.

- **Troubleshooting and Problem-Solving:**

Addressing issues and concerns raised by GPs or hospital staff regarding patient care or service 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 approached Standards for Practice for the Registered Nurse 2016, position accountabilities for a Registered Nurse are described below. Comprehensive details of the Standards are available at <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/registered-nurse-standards-for-practice.aspx>

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Leadership

- As per Role Statement and Responsibilities

Organisation-Wide Contribution

- Demonstrates commitment to organisational change
- Participate in the maintenance of records pertaining to patient throughput, bed utilization, staffing
- utilization and management of consumable items
- Identify and report factors causing a delay in patient care
- Participates in and or leads in quality improvement activities on the ward and throughout the organisation
- Delivers quality, patient centred nursing care, in accordance with hospital policies and procedures

- Prioritised individualised nursing care to meet patient needs
- Function effectively as a member of the healthcare team
- Act as a clinical role model by providing the highest standard of direct patient care and service
- Accurately documents patient care in accordance with hospital policies and procedures
- Leads in the coordination of a nursing \midwifery response when a patient's condition changes
- Demonstrates sensitivity to the needs of individuals and groups
- Acts as a patient advocate ensuring the rights of individuals/groups are maintained
- Adheres to all aspects of confidentiality in regards to patients, staff and personnel
- Actively seeks advice concerning nursing care activities that are unfamiliar or new

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
- Ensure the vision, purpose and values of the organization is understood and integrated into daily practice

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Current midwifery registration with the Nursing and Midwifery Board of Australia (AHPRA)
- 5 years post registration experience as a midwife/nurse
- Clinical experience and expertise in maternity care, including antenatal care
- Excellent communication skills both interprofessional and directly with the consumer
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Ability to work autonomously
- Effective organisational skills, with respect to time management and delegation when working independently
- Coordination, implementation and evaluation of Quality Improvement Projects
- 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. 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.

Experience

- Demonstrated leadership skills
- Demonstrated ability to consult, review, and develop, both new and existing policies and procedures within the relevant speciality

Knowledge, Skills and Behaviours

- Commitment to professional development
- Displays and expresses a high level of ethics in regards to patients, colleagues and the organisation
- Demonstrates skill and maturity in problem solving, negotiation and conflict resolution
- Demonstrates ability to make decisions and explain rationale
- Clearly communicate decisions to relevant parties
- Maintains confidentiality of patient
- Commitment to professional development
- Analyses own performance in accordance with position expectations.
- Develops goals and implements a plan to meet those goals.
- Maintains own knowledge and skills
- Undertake other duties and instructions as provided by the NUM
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role
- Well-developed written and verbal communication skills

KEY RELATIONSHIPS**Internal**

- Divisional Directors – Women’ and Children’s
- Operational Director/Manager - Women’ and Children’s and Specialist Clinics
- Head of Unit – Obstetrics and Specialist Clinics
- Midwifery Nurse Unit Manager
- GP Liaison Officer
- Northern Health Credentialing Officers
- Clinical Midwife Coordinator – Antenatal Clinics
- Midwifery and Nursing staff – Registered, Graduate and Enrolled
- Medical and Obstetric staff – Consultants, Registrars and Residents
- Multi-disciplinary clinicians and teams
- Clerical and Administration staff
- Support Service staff
- Consumers

External

- Primary Health Care practitioners

Employee Declaration

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

Signature:

Date: