

## Position Description

Employment Agreement:	DHB/PSA South Island Clerical/Administration Collective Agreement
Position Title:	Midwife Clinical Coach Position Description
Service & Directorate:	Maternity Services
Location:	Invercargill Hospital or Dunedin Hospital
Reports to:	Charge Midwife Manager
Number of direct reports:	Nil
Date:	November 2020

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

## PURPOSE OF ROLE

The Midwife Clinical Coach provides practical clinical education in the workplace, demonstrating effective, evidence informed and culturally safe practice. They work closely with new graduate midwives (MFYP), new staff to the maternity service or clinical area, and midwives on the 'Return to Practice' (RTP) programme to support their transition to confident practitioners in the clinical setting. They will also be able to work with midwives who need to refresh their clinical skills or knowledge during a Performance Improvement Plan (PIP). The Midwife Clinical Coach works in a supernumerary capacity and is responsible for promoting a learning environment within the clinical setting that encourages and supports development of midwifery clinical skills and knowledge, reducing staff stress and therefore enhancing in staff retention.

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

### Organisational Competencies

<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

### Role Specific Competencies

<b>Process Management</b>	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
<b>Organisational Agility</b>	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
<b>Informing</b>	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
<b>Problem Solving</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

### KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
Southern DHB staff	Community midwives
Midwifery staff	Midwifery Council
Midwife Educator(s)	NZCOM
Obstetric staff	Tertiary education providers
Neonatal staff	
Theatre staff	
Learning and Development staff	
Quality Staff	

	<b>ESSENTIAL</b>
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Registered midwife;</li> <li>• Hold a current practising certificate with no conditions on their scope of practice or practising certificate</li> <li>• Have never been the subject of any adverse finding of any professional disciplinary body;</li> <li>• Demonstrate clinical and cultural competence to a high standard;</li> <li>• Be fully engaged in the Midwifery Council Recertification Programme.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have a minimum of five years' post-qualifying clinical experience</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Skills, knowledge and ability to provide education and coaching.</li> <li>• Ability to demonstrate clinical leadership, and maintain contemporaneous evidence informed practice</li> <li>• Experience in adult learning principles and practice</li> <li>• NZCOM preceptor or mentor training course</li> <li>• Completed or participating in postgraduate education</li> <li>• Knowledge of programme development</li> <li>• Ability to plan, implement and evaluate an individual coaching plan</li> <li>• Evidence of strong commitment to quality improvement</li> <li>• Demonstrated confident collaborative approach, enhancing the capability and contribution of the team</li> <li>• Confident and able computer skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Mature, positive, proactive and enthusiastic attitude</li> <li>• Ability to work under own direction without oversight</li> <li>• Committed to own professional and personal development</li> <li>• Receives and processes constructive feedback related to own performance</li> <li>• Kind, empathic and committed to the learning needs of others</li> <li>• Seeks out opportunities to support others in achieving goals</li> <li>• Strong teamwork, collaboration and inclusive of colleagues</li> <li>• Is able to manage conflict constructively</li> <li>• Recognises and respects individual differences</li> <li>• Develops positive working relationships</li> <li>• Upholds confidentiality, behaves with integrity and discretion</li> <li>• Makes effective decisions within appropriate timeframes and levels of responsibility</li> <li>• Escalates issues appropriately, and seeks assistance when needed</li> <li>• Demonstrates strong written and verbal communication skills</li> <li>• Communicates without engendering conflict</li> </ul>

## KEY RESULT AREAS:

Key Accountabilities:	Expected outcomes
<b>Clinical coaching</b>	
	<ul style="list-style-type: none"> <li>• Takes a supportive role in enabling and motivating midwives to develop skills and confidence, and is available for clinical support and advice in all areas of midwifery practice</li> <li>• Shares knowledge and skills and provides advice that is consistent with organisational core values, policies and guidelines</li> <li>• Works with midwives to identify and support the achievement of their individual clinical learning needs and develops a support plan with the staff member and their manager</li> <li>• Role models clinical excellence and culturally safe midwifery practice</li> <li>• Is a recognised clinical resource for all staff but particularly those new to the clinical area</li> <li>• Demonstrates adult learning principles and provides coaching in a positive and supportive manner</li> <li>• Works in a supernumerary capacity to ensure that adequate time and resource is available to meet the needs of learners</li> <li>• Works closely with the tertiary education providers to develop relationships with students who will become new graduate midwives</li> <li>• Assists in the development of the midwifery new graduate programme and provides practical support for new graduate midwives including one to one clinical support in the workplace</li> <li>• Orientates new staff and provides one to one clinical support in the workplace during the orientation period</li> <li>• Provides orientation and clinical support to midwives who are new maternity access holders</li> <li>• Identifies Māori and Pacific midwives who may require additional cultural support and connects them with this support and with peers</li> <li>• Identifies and leads programmes that can improve the transition of new graduate and new midwives into confident practitioners in the clinical setting</li> <li>• Coaches midwives in developing critical thinking skills</li> </ul>
<b>Midwifery Council requirements</b>	
	<ul style="list-style-type: none"> <li>• The Midwife Clinical Coach role will not have a managerial or reporting relationship in relation to any of the midwives completing a return to practice programme. If that is unavoidable, the DHB undertakes to inform the Council immediately so that other arrangements may be made in respect of any midwives with whom that managerial or reporting relationship exists.</li> <li>• The Midwife Clinical Coach will sign an agreement with the Council outlining the responsibilities in respect of their role as supervisor to midwives undertaking the Return to Practice programme.</li> </ul>
<b>Professional development</b>	
	<ul style="list-style-type: none"> <li>• Practices in accordance with legal, ethical, culturally safe and professional standards.</li> <li>• Maintains and develops own expertise and knowledge in midwifery practice through continuing professional development.</li> <li>• Pro-actively participates in own performance development and review.</li> <li>• Develops and sustains productive working relationships with the multi-disciplinary team to facilitate best practice</li> </ul>
<b>Continuous Quality improvement and risk management</b>	
	<ul style="list-style-type: none"> <li>• Demonstrate clinical leadership in identifying and proposing quality improvement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourage midwives to attend and/or participate in maternity specific case review meetings.</li> <li>• Provides feedback to Midwifery Educator about possible themes for education sessions</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times. Follow and comply with H&amp;S policies &amp; processes, and apply them to own work activities, including use of/wearing Personal Protective Equipment as required.</li> <li>• Participate in activities directed at preventing harm &amp; promoting well-being in the workplace</li> <li>• Identify, report and self-manage hazards where appropriate</li> <li>• Early and accurate reporting of incidents at work and raise issues of concern when identified.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <li>• <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> <li>• Demonstrates culturally safe practice, upholds Te Tiriti o Waitangi, and demonstrates commitment to Pae Ora.</li> <li>• Contributes to the professional and political integrity of the organisation by carrying out all functions in compliance with the Te Tiriti o Waitangi.</li> <li>• Works to minimize health disparity for Māori and enhance equity of access and outcome</li> <li>• Shows sensitivity to cultural complexity in the workforce and population</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date