MILDURA BASE PUBLIC HOSPITAL

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 **F:** (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

POSITION DESCRIPTION

Position:	First Nations Caseload Midwifery Project Coordinator
Directorate	Clinical Operations
Division:	Inpatient Unit
Business Unit:	Midwifery
Enterprise Agreement	Nurses and Midwives (Victorian Public Sector) Single Interest Employee Agreement 2024-2028
Reports to:	Midwifery Unit Manager

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 5** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

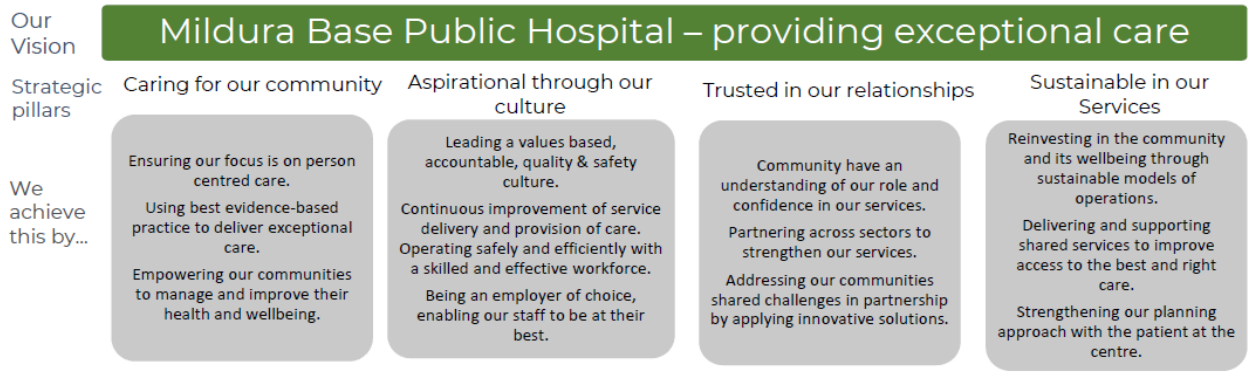
We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

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STRATEGIC OBJECTIVES



PROJECT SUMMARY

This collaboration between Mildura Base Public Hospital and La Trobe University is to co-design, implement and evaluate caseload midwifery care for First Nations birthing parents across our region. Caseload midwifery is a model of care where birthing parents receive pregnancy, labour, birth and postnatal care from a primary midwife (with one or two supporting midwives). Baggarrook Yurrongi is a culturally responsive caseload model for women having a First Nations baby that was implemented between 2017 and 2021 at 3 hospitals in Naarm (Melbourne) as part of a partnership research translation project with La Trobe University, the Victorian Aboriginal Community Controlled Health Organisation, the Royal Women's, the Mercy Hospital and Joan Kirner Hospital. The program had a 90% uptake by First Nations families with birthing parents reporting very positive experiences, as well as major improvements in health outcomes with many more babies born at a healthy birthweight and gestation. The program has now been successfully embedded in the three midwifery services.

MBPH is committed to improving midwifery care and supporting First Nations birthing parents and their babies to feel culturally safe.

This role will work closely with local First Nations services to develop a culturally inclusive caseload midwifery model at MBPH that fits our communities needs, implement the model and make it available to all birthing parents having a First Nations baby.

With support from La Trobe University, we will evaluate clinical outcomes, birthing parent's experiences, and model sustainability, while engaging key stakeholders. In partnership with existing services for First Nations birthing parents, we aim to better connect community and hospital care. The findings will contribute to closing the gap for First Nations people.

POSITION SUMMARY

This position has been established to facilitate co-design and support the implementation of a First Nations Caseload Midwifery model at MBPH.

The Project Coordinator will be responsible for working in a collaborative manner with hospital staff, First Nations health services and the community-controlled sector in order to facilitate provision of culturally safe continuity of care for birthing parents having a First Nations baby.

Reporting to the Midwifery Unit Manager (MUM), the Project Coordinator will work closely with the MUM & Director of Inpatient Services, as well as key stakeholders and researchers at La Trobe University to facilitate program implementation and evaluation. Collaboration and relationship management with both internal and external stakeholders is key to achieving these goals.

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KEY RESPONSIBILITIES AND DUTIES

- Coordinate and deliver the project plan by developing timelines, tracking milestones, initiating and contributing to all required business cases.
- Maintain clear and up to date oversight of project progress, including proactively identifying, monitoring and managing risks and ensuring that dependencies between tasks are well understood and effectively coordinated to avoid delays.
- Ensure meetings are scheduled, documented and all actions are followed up and completed. This includes the preparation of high-quality meeting materials including agendas, relevant documentation and action lists.
- Strengthening relationships with hospital employees, health services and First Nations communities through regular engagement, respectful communication and proactive collaborating to support objectives.
- Lead co-design of the activities by planning and facilitating workshops, gathering input from stakeholders and community members, and incorporating feedback to tailor the model to local needs and cultural considerations.
- Establish and facilitate by coordinating membership, setting clear objectives, leading discussions, documenting outcomes and supporting the translation of agreed actions into MBPH policy, procedures and practice.
- Review and strengthen identification processes by mapping current strategies to identify First Nations birthing parents and babies, identifying gaps or inconsistencies, and supporting the development and implementation of improved, culturally appropriate processes.
- Provide regular project updates and communication by preparing reports and stakeholder briefings and ensuring consistent, transparent communication with stakeholders, research partners and community representatives.
- Support data collection and evaluation activities in partnership with La Trobe University researchers, including coordinating access to clinical data collection, together with other implementation and evaluation data required to ensure processes align with project requirements.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary

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action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- Relevant registration with the Australian Health Practitioner Regulation Agency.
- Bachelor of Nursing/Midwifery or equivalent.
- Preferably identify as Australian Aboriginal and/or Torres Strait Islander.
- High-level of interpersonal, written and verbal communication skills, including the ability to communicate sensitively and effectively and work in partnership with First Nations people, and to engage with multi-disciplinary stakeholders at various levels.
- Demonstrated knowledge and understanding of First Nations issues particularly relating to factors which impact upon the health and wellbeing of First Nations peoples.
- Relevant experience working within the health care setting or with First Nations community organisations.
- Knowledge of Quality/Continuous Improvement processes
- Knowledge of legislative requirements in relation to nursing and midwifery practice
- Sound Computer skills in Microsoft word processing and data entry
- Relevant experience in project coordination and management.

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver’s licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

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This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

MILDURA BASE PUBLIC HOSPITAL — OUR VALUES AND BEHAVIOURS







Happy
WE ARE POSITIVE

As an organisation
We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually
- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best

Empathetic
WE ARE CARING

As an organisation
We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually
- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care

Accountable
WE ARE COMMITTED

As an organisation
We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually
- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.

Respectful
WE ARE OPEN TO OTHERS

As an organisation
We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually
- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences

Team-based
WE ARE ONE TEAM

As an organisation
We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually
- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE
- "I choose..."
- "I care..."
- "I prefer..."
- "I will..."
- "I can..."
- "Is there a better way to do this?"
- "Can we explore that more so I can understand it better?"
- "We will...us...we can...."

LANGUAGE WE DON'T USE
- "I have to..."
- "I must ..."
- "If only..."
- "Ah well, that is because of XYZ.."
- "Our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"

THINGS WE DON'T DO
- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

