

## POSITION DESCRIPTION

<b>Position:</b>	Registered Undergraduate Student of Midwifery (RUSOM)
<b>Directorate:</b>	Clinical Operations
<b>Division:</b>	Nursing Services
<b>Business Unit:</b>	Ward 1 - Midwifery Services
<b>Enterprise Agreement</b>	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016-2020
<b>Reports to:</b>	Midwifery Unit Manager

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH 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.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.

### VISION

Your Hospital – We care.

### MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

### VALUES AND BEHAVIOURS

All employees of the Mildura Base Public Hospital are required to uphold the values of our organisation, for more information on our values please refer to page 5 of this document.

### POSITION SUMMARY

The RUSOM assists with the provision of woman-centred, family oriented, evidence-based care within a multidisciplinary team environment. Under the delegation and supervision of a midwife, the RUSOM works collegially with other health professionals to achieve the best possible outcomes for mothers and infants in their care.

A RUSOM is a student registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a student midwife. The student has successfully completed not less than twelve months of the Bachelor of Midwifery Degree or not less than two years of the Bachelor of Nursing and Midwifery dual degree. The RUSOM will be rostered to work in **the Postnatal Ward**.

They will be required to work **minimum 8** hours per week.

As with all Midwives working at **MBPH**, the RUSOM will provide services that are:

- Woman focused, to respect the rights, needs and expectations of the childbearing woman
- Integrated and consistent
- Evidence-based
- Supportive of a learning environment for all colleagues

### KEY RESPONSIBILITIES AND DUTIES

- A RUSOM is required to work under the direct supervision and delegation of a Registered Midwife, at all times, and work within the agreed core duty list for the role
- A RUSOM will work with one or more Registered Midwives to provide delegated care to a group of women and their babies
- Accept accountability and responsibility for providing high standards of direct clinical care within the scope and core duties list of the RUSOM
- Function in accordance with legislation and the organisation's local policies and procedures, conducting practice within a professional and ethical framework to deliver delegated care
- Collaborate and consult with the Registered Midwife and other multidisciplinary team members to achieve desired health outcomes for women and their babies
- Recognise changes in the woman or baby's condition and take necessary action(s) including urgently communicating the change in condition to their supervising Registered Midwife. Ensure all women and their babies, families, visitors and staff are treated with respect, dignity and courtesy; in an environment that is free from harassment and discrimination.
- Recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst MBPH employees.
- RUSOM must maintain their academic obligations in their midwifery degree and remain as an active student throughout their employment.
- Works collaboratively with both the employer and the University to ensure the requirements of both organisations are met.

### GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies and procedures** 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 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**

### Essential

- Current enrolment in a Bachelor of Midwifery or Bachelor of Midwifery/Bachelor of Nursing program
- Minimum of 12 months completion of a Bachelor of Midwifery program or minimum of two years completion of a Bachelor of Midwifery/Bachelor of Nursing program
- Current student registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Possess excellent clinical skills
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- A commitment to high quality, safe and person-centred care
- Well-developed interpersonal skills, including an ability to communicate effectively with other staff, patients and families
- Effective organisational skills, with respect to time management and delegation

## **MANDATORY REQUIREMENTS**

### **National Police Record**

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**

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.

### **Registration with Professional Association**

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### **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.

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

*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.*



**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..."
- "Can we explore that more so I can understand it better?"
- "We will...us...we can..."
- "Is there a better way to do this?"

**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



### Registered Undergraduate Student of Midwifery (RUSOM) Duties List

Area of care	Activities
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Hand-hygiene</li> <li>• Assist with personal hygiene of woman</li> <li>• Assist on caesarean section / perineal wound hygiene</li> <li>• Assist with dressing and undressing</li> <li>• Removal of make-up and nail polish for procedures</li> <li>• Pre-operative site preparation (with surgical clippers only)</li> <li>• Assist with baby bathing and hygiene needs</li> </ul>
<b>Toileting</b>	<ul style="list-style-type: none"> <li>• Change soiled bedding / under pads</li> <li>• Assist with changing of maternity pads</li> <li>• Empty, record and provide urinal pans for women on fluid balance charts</li> <li>• Empty and record urinary catheter bag drainage (exclusion: 1/24 urine measures)</li> <li>• Document and report lochia and elimination amounts to RM</li> <li>• Report any concern or abnormalities to the RM (e.g. offensive odour or unusual colouring of urine, urinary frequency and constipation)</li> <li>• Assist nappy changing of baby</li> </ul>
<b>Manual Handling &amp; Mobility</b>	<ul style="list-style-type: none"> <li>• Assist with transfers, sitting women out of bed / on toilet / commode</li> <li>• Assist women to change position in bed</li> <li>• Provide pressure area care</li> <li>• Assist with mobilising women (assisted up to independent)</li> <li>• Assist in the use of manual handling hoists / aids</li> <li>• Escort for discharge i.e. – transit/discharge lounge, or to hospital exit points (exclusion: patients awaiting transfers to other facilities)</li> <li>• Assist with infant care and settling</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Assist with safe meal set up, adjusting table and opening packages as required for women</li> <li>• Provide water/refilling water jugs or making drinks for patients (exclusion: patients with fluid restrictions, dysphagia, modified diet/fluids or nil orally)</li> <li>• Assist with infant feeding per care plan and women's preferred methods</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Ensure falls prevention strategies are in place – call bell, phone, bedside table within reach, bed on lowest position</li> <li>• Maintains patient's surroundings and environment, clear and tidy any obstacles</li> <li>• Making beds and cots</li> <li>• Placing flowers in vases, water changes for flowers/vases</li> <li>• Assist in keeping work areas tidy</li> <li>• Maintains safe and clean work area and remove or report safety hazards</li> <li>• Assist safe infant sleeping practices as per current Safe Sleeping guidelines</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Referring all aspects of care out of scope to RM</li> <li>• Answering call bells including staff assist</li> <li>• Immediately report any changes in patient's physical and mental condition to the RM</li> <li>• Report incidents, unexpected events to RM in a timely manner</li> <li>• Report any patient or family concerns or complaints to the RM</li> <li>• Respond to, and report emergencies as per hospital policy</li> <li>• Orientate patients and carers to ward environment</li> <li>• Assist patient with hospital TV/telephone connection</li> <li>• Clerical answering and transferring calls (exclusion: advice, clinical or</li> </ul>

Area of care	Activities
	confidential information) <ul style="list-style-type: none"> <li>• Direct visitors to ward or RM for assistance</li> <li>• Attend handover</li> <li>• Attend team meetings and relevant education sessions</li> <li>• Seek regular feedback from supervising RM/s and reflect on practice</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Complete fluid balance chart: Oral input and urine output, report to RM</li> <li>• Complete food chart – dietary and fluid intake</li> <li>• Complete bowel chart – output and report to RM</li> <li>• Complete infant feeding chart and report to RM</li> <li>• Complete infant output chart and report to RM</li> <li>• Complete baby weight, document and report to RM</li> <li>• Assist in the documentation of valuables</li> <li>• Assist in completing bedside communication boards</li> <li>• Complete incident reporting as per local hospital policy</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• General ward stocking – store room, procedure trolley (exclusion: medical and emergency supplies)</li> <li>• Cleaning and putting away equipment between use i.e. infusion pumps</li> <li>• Stripping beds and making occupied beds (not part of discharge bed preparation - as this is a Patient Services Assistant duty)</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Packing and unpacking patient belongings</li> <li>• Re-application of anti-embolic stockings</li> <li>• Conducting ward audits and surveys</li> <li>• Attend professional development sessions</li> <li>• Attend and report at staff meetings</li> <li>• Running simple errands within hospital grounds</li> <li>• Observation of midwifery procedures performed by RM if time permits</li> </ul>

**EXCLUSION LIST - Registered Undergraduate Student of Midwifery**

Area of care	Activities
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Cutting/trimming nails - including babies nails</li> <li>• Prescribed hair and skin care treatments</li> <li>• Preoperative shaving on patients on anti-coagulants</li> </ul>
<b>Toileting</b>	<ul style="list-style-type: none"> <li>• Insertion of urinary catheters</li> <li>• Urine specimen collection</li> <li>• Emptying of wound and body fluids drainage bags (other than urethral urinary catheters)</li> </ul>
<b>Manual Handling &amp; Mobility</b>	<ul style="list-style-type: none"> <li>• Transport of women or babies awaiting transfer to other facilities</li> <li>• Escorts of women or babies, unless outlined in core duties list</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Refilling of water jugs or making drinks for women on fluid restrictions, modified diet / fluids or nil orally</li> <li>• Develop or change infant feeding plans</li> <li>• Provide infant feeding advice</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Checking emergency equipment (resuscitation trolley and bedside oxygen/suction/air)</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Accepting delegated duties from an Enrolled Nurse (EN)</li> <li>• Taking verbal clinical orders from unregulated health care workers, administrative, medical or allied health staff</li> <li>• Providing advice, counselling, confirming new diagnosis and communicating confidential information to women and their families</li> <li>• Taking verbal results via telephone i.e. pathology results</li> <li>• Providing advice, counselling, confirming new diagnosis and communicating confidential information</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Completing documentation on women on fluid restriction</li> <li>• Completing progress notes</li> <li>• Documenting on general observation charts</li> <li>• Completing care plan details on communication boards or handover sheets</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Restocking emergency supplies in resuscitation trolley</li> <li>• Restocking medicine supplies</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Allocation as the primary midwifery carer for women or babies</li> <li>• Care of complex women or babies</li> <li>• Woman or baby assessment including:               <ul style="list-style-type: none"> <li>- Risk assessments</li> <li>- Checking blood glucose levels</li> <li>- Checking vital signs – temperature, pulse, respirations, blood pressure and pulse oximetry</li> <li>- Urinalysis</li> <li>- Fetal monitoring</li> <li>- Collection and labelling of specimens</li> </ul> </li> <li>• Medication administration (including ear/eye drops, nebulisers and medicated topical ointment/cream)</li> <li>• Intravenous drug and fluid management</li> <li>• Oxygen therapy</li> <li>• Suctioning</li> <li>• Wound management</li> <li>• Initial measurement and fitting of anti-embolic stockings</li> </ul>