

POSITION DESCRIPTION

Position:	Registered Undergraduate Student of Midwifery (RUSOM)
Directorate	Clinical Operations
Division:	Critical Care Services
Business Unit:	Ward 1 - Maternity
Enterprise Agreement	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT
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 900 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 9** of this document.

STRATEGIC OBJECTIVES

Our
Vision

Mildura Base Public Hospital – providing exceptional care

Strategic
pillars

Caring for our community

Ensuring our focus is on person centred care.
 Using best evidence-based practice to deliver exceptional care.
 Empowering our communities to manage and improve their health and wellbeing.

We
achieve
this by...

Aspirational through our
culture

Leading a values based, accountable, quality & safety culture.
 Continuous improvement of service delivery and provision of care.
 Operating safely and efficiently with a skilled and effective workforce.
 Being an employer of choice, enabling our staff to be at their best.

Trusted in our relationships

Community have an understanding of our role and confidence in our services.
 Partnering across sectors to strengthen our services.
 Addressing our communities shared challenges in partnership by applying innovative solutions.

Sustainable in our
Services

Reinvesting in the community and its wellbeing through sustainable models of operations.
 Delivering and supporting shared services to improve access to the best and right care.
 Strengthening our planning approach with the patient at the centre.

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.

Elements of patient care will be delegated in accordance with the professional judgement of the supervising midwife, and in accordance with the level of achieved educational preparation and assessed competence by the education provider of the individual RUSOM.

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.
- Participation in risk management and quality improvement systems by being aware of improvement in your workplace through communication and consultation with managers and colleagues.
- Ensure that the affairs of MBPH, and its partnering organisations, patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by the law. Such confidentiality shall extend to the commercial and financial interests and activities of MBPH services.
- 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, 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 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

- 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)
- Demonstrated satisfactory academic progress. (Credit or above for all subjects and competency in clinical placements preferred but not essential)
- 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 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

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.

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.

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: _____

Registered Undergraduate Student of Midwifery (RUSOM) Duties List

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

Area of care	Activities
	<ul style="list-style-type: none"> • Clerical answering and transferring calls (exclusion: advice, clinical or confidential information) • Direct visitors to ward or RM for assistance • Attend handover • Attend team meetings and relevant education sessions • Seek regular feedback from supervising RM/s and reflect on practice
Documentation	<ul style="list-style-type: none"> • Complete fluid balance chart: Oral input and urine output, report to RM • Complete food chart – dietary and fluid intake • Complete bowel chart – output and report to RM • Complete infant feeding chart and report to RM • Complete infant output chart and report to RM • Complete baby weight, document and report to RM • Assist in the documentation of valuables • Assist in completing bedside communication boards • Complete incident reporting as per local hospital policy • Access and undertake documentation in Electronic Medical Record (EMR)
Maintenance	<ul style="list-style-type: none"> • General ward stocking – store room, procedure trolley (exclusion: medical and emergency supplies) • Cleaning and putting away equipment between use i.e. infusion pumps • Stripping beds and making occupied beds (not part of discharge bed preparation - as this is a Patient Services Assistant duty)
Other duties	<ul style="list-style-type: none"> • Packing and unpacking patient belongings • Re-application of anti-embolic stockings • Conducting ward audits and surveys • Attend professional development sessions • Attend and report at staff meetings • Running simple errands within hospital grounds • Observation of midwifery procedures performed by RM if time permits
Personal Protective Equipment (PPE) Spotter	<ul style="list-style-type: none"> • Spotting and supervision of appropriate use of PPE, including observing, guiding, correcting technique during donning and doffing. • Formal and informal monitoring and auditing of appropriate use of PPE within clinical settings (e.g. when providing care to patients) and non-clinical settings (e.g. breakrooms, cafes). • Working with and supporting the Quality and Safety / Infection Prevention and Control / (or other relevant area(s)) with: <ul style="list-style-type: none"> ○ Undertaking risk assessments through audits and spot checks on adherence to infection prevention measures (such as physical distancing) including proposing and implementing remedial actions, where required, as part of a continuous improvement process to support behavioral change. ○ Training and promotional activities to create the conditions for workplace culture and behavior change (e.g. information sessions, emails, posters) ○ Ongoing education and knowledge improvement of staff aligned with current public health advice ○ Responding to occupational health and safety issues for staff experiencing skin and/or pressure injuries associated with prolonged use of PPE

Area of care	Activities
Clinical Practice Extension	Where the RUSOM has completed the services competency assessment and completed the necessary education relevant to the duty, as part of their bachelor program, the RUSOM may perform the following duties as delegated in appropriate contexts only by supervising registered Midwife:
Contribution to patient assessment	<ul style="list-style-type: none"> • Vital Signs • Blood Glucose Levels • Urinalysis • Simple Wound Dressing

EXCLUSION LIST - Registered Undergraduate Student of Midwifery

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



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

LANGUAGE WE DON'T USE

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

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

