

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Extended Postnatal Care Coordinator
<b>Award Classification:</b>	Clinical Coordinator YY4
<b>Award / Agreement Name:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
<b>Position Reports to:</b>	Nurse / Midwifery Manager or delegate

## EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



## POSITION PURPOSE

The Extended Postnatal Care (EPC) Coordinator will coordinate and lead the extended postnatal care for women booked to birth at Eastern Health as well as for women referred in by other health services.

The Extended Postnatal Care (EPC) Coordinator is a registered midwife who is a valued and collaborative member of the multidisciplinary health care team at Eastern Health and is accountable for coordinating and delivering safe and comprehensive patient centred care while working competently within their scope of practice and in alignment with the Eastern Health and Nursing & Midwifery Board Practice Standards.

## KEY ACCOUNTABILITIES

<b>Healthcare Excellence</b>
<ul style="list-style-type: none"><li>• Works collaboratively to ensure the efficient, effective and responsive operation of the allocated work unit. Assumes the role of Associate Midwifery Manager (AMM) or team leader as required.</li><li>• Supports and encourages patient's/clients/residents and their families understanding of care delivery and care planning through effective and timely communication with patients/clients/residents, team members, and the community.</li><li>• Practices in accordance with the professional standards, codes and behaviours that are legislated through the Nursing and Midwifery Board of Australia (NMBA).</li><li>• Ensures clinical interventions are evidence-based and consistent with policy, standard and clinical practice guidelines prescribed by the organisation.</li><li>• Complies with Eastern Health policies and reports all actual or near-miss events.</li><li>• Incorporates practice which aligns with the EH Nursing &amp; Midwifery Practice Guideline, as relevant to the clinical setting.</li><li>• Is accountable for reporting outcomes of nursing interventions to the Unit Manager, Team Leader, AMM or delegate.</li><li>• Treats all patients, clients, residents, visitors and staff in a courteous and non-discriminatory manner. Provides an efficient, effective and customer focussed service.</li><li>• Facilitates effective patient flow processes in accordance with the guidelines established by the unit and organisation.</li></ul>
<b>Leading in Learning</b>
<ul style="list-style-type: none"><li>• Take responsibility for managing your own learning needs.</li><li>• Participates in relevant professional development programs and contributes to ongoing education initiatives within the unit.</li><li>• Participates in the supervision, support and mentorship of students and new staff.</li><li>• Provides supervision and appropriate clinical delegation to pre and post registration learners.</li><li>• Participates in an annual performance development process which informs their ongoing professional practice and achievements.</li><li>• Complies with mandatory and other identified training requirements specified by NMBA and Eastern Health. Maintains accurate documentation of evidence of this training and professional development.</li></ul>
<b>Leading in research and innovation</b>

- Promotes a culture of continuous quality service improvement within the unit and participates in activities designed to continuously improve standards of service and practice.
- Maintains own knowledge of evidence based practice and updates own knowledge and skills accordingly
- Supports the MM in the identification of new initiatives to improve sustainability in the unit/department.
- Identifies or participates in prevention and early detection initiatives of the organisation.
- As a staff member of Eastern Health you are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.
- Maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice for the role, setting and specialty, being cognisant of any legislative, educational and competency requirements of extended practice.

### A Values-Based, Safe Workplace

- Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health.
- Staff are required to take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace.
- Recognises and deters potential risk which may jeopardize your health, safety and wellbeing.
- Understand responsibilities and accountabilities to yourself and others in accordance with WHS legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines.
- Identifies and reports all clinical and WHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.
- Complies with all State legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.
- Implements harm minimisation and risk assessment strategies for at-risk individuals.
- Treats all employees of the organisation with respect and dignity and free of discrimination or harassment.
- Complies with NMBA Code of Professional conduct and professional standards.

### Quality

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

### KEY SELECTION CRITERIA

### Qualifications:

**Essential:**

- Current AHPRA registration as Midwife
- Demonstrated sound knowledge and experience of current evidence based midwifery practice
- Demonstrated sound knowledge of adult learning principles
- Effective communication skills, both written & oral
- Demonstrated understanding of customer service of internal and external customers and be committed to effectively meet their needs in a helpful & professional manner
- Demonstrated time management capabilities and the ability to work to a deadline
- Clinical competencies relevant to role
- Demonstrated understanding of conflict resolution and negotiation skills
- Registration with the Nursing and Midwifery Board of Australia (NMBA) via AHPRA
- Post Registration or Post Graduate qualification or further study in a relevant clinical or academic field or working towards
- Drivers licence

**Experience:**

- Demonstrated clinical skills aligned with experience and scope of practice
- Willingness to contribute to the professional development of others, in particular the novice workforce.
- Ability to work autonomously
- Effective assessment skills and correct decision making
- Knowledge of community resources-including those resources to support women experiencing Family Violence DHHS, Enhanced Maternal Child & Health Nurses
- Ability to work within a multi-disciplinary team and participate in relationship building with key stakeholders

- Understanding and commitment to professional standards, codes and behaviours as legislated through the Health Act, Nursing Midwifery Board of Australia, other relevant professional bodies and Eastern Health Policy, Standards and Practice Guidelines.
- Awareness and understanding of National Standards and Accreditation Standards.
- High level communication, both written and verbal, demonstrated high level of interpersonal skills with consumers, their families and all health care professionals.
- Commitment to ongoing professional development.
- Computer literacy and embracing health technologies and informatics.

**Personal Attributes:**

- Exhibits behaviour which reflects the Eastern Health values and NMBA Codes and Standards.
- Promotes and contributes to a supportive and engaged team environment.
- Commits to providing a safe environment for all.
- Respectful, collaborative and kind.

**VALUES****Eastern Health Values**

These values represent and describe the very heart of our organisation and what we stand for – all employees are required to abide by the Eastern Health Values: **Healthier Together**

- Respect for all
  - Safe always
  - Partnering in care
  - Learning and improving every day
- ✓ Prior to accepting any offer of employment, prospective employees will be required to undertake a National Criminal Check.

**Attachments:**

- Attachment 1 – EH Nursing & Midwifery Domains of Practice Professional Framework

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. Staff employed by Eastern Health may, by negotiation, be required to work at any campus or facility of Eastern Health.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

**PRIVACY AND CONFIDENTIALITY**

Eastern Health and its staff are required by law to comply with their privacy obligations outlined in the Australian Privacy Principles and Health Privacy Principles contained respectively in the:

- Privacy and Data Protection Act 2014 (Vic)
- Health Records Act 2001 (Vic);
- section 141 of the Health Services Act 1988 (Vic);
- section 346 of the Mental Health Act 2014 (Vic); and the
- Charter of Human Rights and Responsibilities Act 2006 (Vic).

Additional obligations relating to privacy are found in various other Acts, such as mandatory disclosure requirements relating to child abuse in the Children, Youth and Families Act 2005 (Vic) and the Crimes Act 1958 (Vic).

Any information obtained in the course of employment is confidential and should not be accessed, used or shared for any purpose other than the performance of the duties for which the person was employed.

I confirm I have read, understood and accepted the Position Description and associated attachments.

Employee Name:

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Employee Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT 1 – NURSING & MIDWIFERY DOMAINS OF PRACTICE

The **Nursing Midwifery Domains of Practice** resource has been developed by the Eastern Health Nursing Midwifery Executive using the domains of nursing as identified by Ackerman et al. (1996)(1) and the National Common Health Capability Resource (2013). Its aim is to support the individual clinician by promoting common behaviours and skills which comprise and represent the complex role of nursing and midwifery.

There are five domains of practice which are considered integral components of the role of all Eastern Health nurses and midwives; comprehensive patient care, support of systems, education, research and professional leadership. (See summary at Table 2)

Recognising that the level of skills acquisition will be dependent on nurses and midwives' specific roles and experience, the domains have been referenced to the 'novice to expert' skills acquisition model first developed by Dreyfus(2) and adapted for nursing by Benner.(3) Behaviours are specified at five different levels, and reflect an increasing degree of autonomy, complexity, awareness and activity being performed.

*Table 1: Summary of Behaviour Levels*

Novice	Advanced Beginner	Competent	Proficient	Expert
Works within a <b>known and stable context</b> , consulting when abnormalities arise <b>before taking action</b>	Works within a <b>known and stable context</b> , consulting when abnormalities arise	Acts <b>independently in routine</b> situations within scope, and responds to <b>known dilemmas</b>	Acts independently in <b>complex situations</b> within scope, and responds to <b>unknown dilemmas</b>	<b>Provide vision and direction</b> and shape and implement strategies and initiatives that <b>enable others</b> to perform as required

Levels do not equate to roles or hierarchy within the workforce. Instead, the levels reflect what level of behavioural skill is required to achieve the desired care goals or outcomes in a given situation. Levels should be treated as cumulative, meaning that behavioural indicators at subsequent levels in the scale should be read in conjunction with the behaviours specified at any lower level.

Some levels may serve as an aspirational standard in some instances, rather than accurately reflecting behaviours of current practice. Where a gap exists between current and future practice behavioural skill requirements, there should be aspiration to meet the standard specified to enhance or effectively meet individual and community health needs.

*Table 2: Domains of Practice*

Domains of Practice				
Direct comprehensive care	Support of systems	Education	Research	Professional leadership

<ul style="list-style-type: none"> <li>• Patient history</li> <li>• Patient assessment</li> <li>• Perform and deliver care</li> <li>• Monitor &amp; Evaluate Care</li> </ul>	<ul style="list-style-type: none"> <li>• Planning for the Future</li> <li>• Safety and Quality</li> <li>• Recruitment &amp; Retention</li> </ul>	<ul style="list-style-type: none"> <li>• Education of patients &amp; families, relationship building</li> <li>• Own professional education</li> <li>• Professional education of others</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of research evidence relevant to area of practice</li> <li>• Involvement and dissemination of research</li> </ul>	<ul style="list-style-type: none"> <li>• Professional conduct</li> <li>• Accountability</li> </ul>
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