



## POSITION DESCRIPTION

|                        |  |                       |                              |
|------------------------|--|-----------------------|------------------------------|
| <b>Position Title:</b> | Maternal & Child Health- Education & Quality Improvement Nurse |                       |                              |
| <b>Classification:</b> | Nurse Team Leader Level  | <b>Status</b>         | Full Time ongoing            |
| <b>Group:</b>          | Maternal & Child Health  | <b>Business Unit:</b> | Community & Family Services  |
| <b>Reports to:</b>     | Coordinator Maternal & Child Health                            |                       |                              |
| <b>Direct Reports:</b> | none   | <b>Date:</b>          | January 6 <sup>th</sup> 2025 |

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council’s vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- To lead the design, review & implementation of processes, policies & procedures that align with the goals and legislative requirements of Victorias MCH service framework and Cardinia Shire Council
- To lead and foster a learning environment, to identify and action learning goals for the MCH clinical staff involved in direct service delivery
- Lead, coordinate, and implement the induction, orientation and supervision of all new MCH clinical team members, and including newly graduated MCH nurses and the Graduate Nurse Program, and MCH students on student placement

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

### Education Support

- Develop, implement, evaluate and modify programs as required to support nursing students and graduates to achieve their optimum potential
- Develop, implement, evaluate and modify programs as required to support Maternal & Child Health nurse graduates to enable positive transition to practice for participants and to ensure a high

standard of care is provided to Cardinia Shire families

- Develop & support strategies to promote and attract students and graduates
- Plan, implement and coordinate contemporary professional development programs for the Maternal & Child Health Service team members
- Support planning and implementation of orientation programs for new MCH clinical staff, including clinical competency
- Maintain regular contact with Team Leaders supervising new graduates to identify any issues and provide specialist advice or support as appropriate
- Maintain knowledge of contemporary practice in Maternal and Child Health Nursing and provide advice regarding implications of new evidence from research
- Provide accurate and timely reports, advice and support relating to education programs
- In consultation with the MCH leadership team, oversee the relationship with the provider and the coordination of the Clinical Supervision program across the MCH service
- In the event that a MCH Team Leader (TL) is on unplanned leave, the incumbent will assume responsibility for the TL's direct reports for the duration of the absence

### **Quality Improvement**

- Lead the development and implementation of policy, risk management processes and local guidelines for the MCH service unit.
- Ensure policies and procedures reflect current best practice, program standards and practice guidelines, with a strong commitment to improving service delivery and outcomes
- Design, coordinate and implement a program of regular review of existing MCH policies, procedures and processes, including identification of the need for and development of new policies, procedures and processes to support optimal clinical outcomes for MCH clients and staff
- Drive quality improvement initiatives to enhance service performance and client outcomes
- Support the MCH leadership team with compliance and delivery of the Information Sharing scheme, child protection notifications and child safe standards requirements.
- Consider client feedback through a variety of channels and identify areas for MCH service improvement and develop strategies to address in consultation with MCH leadership team

### **General**

- Build and maintain partnerships with internal service units, levels of Governments, Community Service Organisations, client groups and peak bodies to identify and respond to emerging trends and opportunities within the service system.
- Support the MCH leadership team with compliance and delivery of the Information Sharing scheme, child protection notifications and child safe standards requirements.
- Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate within the scope of practice of a MCH Nurse, and to the role, as directed from time to time

### **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to and promote HR, IT, and OH&S/Risk Management policies, procedures and practices and ensure compliance from staff under the leadership of the position.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.

- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately, recorded within the appropriate system, and consider actions to mitigate risk.
- Actively participate in the planning and execution of Return-to-Work plans as required.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Accountable to the Coordinator Maternal & Child Health for the successful achievement of objectives and targets
- Accountable for the identification and appropriate follow up of any identified deficits in clinical skills, or concerns with student behaviour and practices on placement
- Accountable for the notification of any concerns about practice of a Maternal and Child Health service team member's practice to the Coordinator of the service, and/or the Team Leader to whom the individual reports
- Provide support and advice to MCH leadership team, and MCH staff on policy compliance and clinical practice issues
- Demonstrate personal and professional integrity at all times consistent with the Cardinia Shire Council values.
- Be accountable for own decisions and actions, and support team members to be accountable for their own decisions and actions.
- Accountable for undertaking mandatory reporting when required and to work cooperatively with Child Protection services, Orange Door and other professionals in alignment with Child Safe Standards.

#### **JUDGMENT AND DECISION MAKING**

- Able to work independently and make clear, precise and evidence-based decisions related to the support provided to MCH professionals
- Plan, develop, review and implement high quality documents, including policies, procedures, and local MCH service guidelines
- Analytical and investigative skills in formulation of policy direction and service coordination improvements.
- Make decisions on matters which are the responsibility of the position within delegated authority, legislative requirements, established policy or recognised standards.
- Some degree of the work involves research, identification and application of optional courses of action in consultation with the Coordinator, MCH Services.
- Work may involve improving and/or developing methods and techniques generally based on theory or previous experience. Problem solving may involve the application of these techniques to new situations and the needs to recognise when these established techniques are not appropriate.
- Judgement and decision making related to operational and procedural requirements is defined through DHHS, Council and Professional guidelines, procedures and policies.
- Consultation with the Coordinator is required in any situation which may have legal implications.

#### **SPECIALIST KNOWLEDGE AND SKILLS**

- Demonstrated ability and experience in MCH nursing with a strong knowledge and understanding of current theory of practice for issues relevant to the MCH service
- Demonstrated ability to educate, mentor and counsel students and qualified MCH staff
- Demonstrated ability to coordinate professional development programs for MCH staff
- Knowledge and understanding of Council's corporate policies and procedures
- Demonstrated understanding of adult learning principles and competency assessment

- Sound knowledge of MCH practice including up-to-date theoretical and practical knowledge of family and child health and development.
- Sound understanding of legislation and guidelines affecting the MCH practice, in addition to an understanding of council policies will be required
- The incumbent must have an understanding of working with diversity and diverse communities, and taking a holistic approach to working with family needs.
- Competent with computer skills in Microsoft office suite of products as well as CDIS (Child Development Information System)
- Specialist knowledge and skills in application of compliance, and principles of continuous improvement in regard to MCH system and service delivery
- Understanding and ability to support the adherence to the Information Sharing Schemes, child protection notifications and child safe standards in the MCH service.

### **INTERPERSONAL SKILLS**

- Demonstrated ability to communicate effectively (verbal & written), build relationships, and influence staff to achieve improvements, and including with internal and external stakeholders
- Demonstrated high level of written and oral communication skills
- Demonstrated ability to be flexible when required
- Demonstrated ability to liaise and network effectively with staff at all levels.
- Ability to work effectively in teams to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Ability to engender the trust of management, staff, clients, and the general public.
- Demonstrated ability to use initiative, develop options and discuss and resolve problems.
- Sensitivity to and tolerance of a wide variety of lifestyles and cultures

### **MANAGEMENT SKILLS**

- Well developed organizational, administrative and time management skills so as to manage own time, establish priorities, set and achieve short- and long-term goals and objectives
- Ability to organize and plan educational programs for MCH professionals that meet the objectives within required time frames
- Demonstrated ability to collaborate with others to deliver programs
- Strong emphasis on driving a high-performance service
- Monitor regulations, policies and procedures related to the service.
- Demonstrated management skills and abilities together with the ability to recruit, lead and motivate staff and to foster an atmosphere of mutual respect and professional integrity.
- Conceptual and analytical skills together with the ability to identify educational requirements & opportunities for team members to address issues or problems.
- Demonstrate self-awareness and commitment to personal development and encourage it in others.
- Ability to handle a variety of complex tasks/problems concurrently with minimum supervision.
- A good understanding of current management principles and processes.

### **QUALIFICATIONS AND EXPERIENCE**

- Current national registration with AHPRA as a Division 1 Registered Nurse, and as a Registered Midwife, and holds an accredited postgraduate degree/diploma (or equivalent) in Maternal and Child Health nursing

- Possession of a recognized education qualification eg. Certificate IV in Assessment and Training is desirable
- Demonstrated experience in providing education programs and preceptorship of students
- Able to assess competence and respond appropriately to findings
- Experience working in MCH nursing for a minimum of 5 years
- Experience in leading, supporting and motivating staff.
- Current Victorian Driver's License, Police Check and Working with Children Check.

### **KEY SELECTION CRITERIA**

- Ability to embrace the Cardinia Values and keys to success
- Current national registration with AHPRA as a Division 1 Registered Nurse, and as a Registered Midwife, and holds an accredited postgraduate degree/diploma (or equivalent) in Maternal and Child Health nursing
- Possession of a recognized education qualification eg. Certificate IV in Assessment and Training is desirable
- Demonstrated experience in providing education programs and preceptorship of students
- Experience working in MCH nursing for a minimum of 5 years
- Excellent organizational, administrative and time management skills
- Demonstrated high level of written and oral communication skills, and interpersonal skills
- Able to assess competence and respond appropriately to findings
- Sound knowledge of MCH practice including an up to date theoretical and practical knowledge of family and child health and development and the legislation and policy that applies to MCH practice including the Child Safe Standards.
- Ability to role model the values of the organisation and be a change agent where required.
- Ability to work in partnership with others to achieve outcomes and shared goals; and ensure the voices of key stakeholders are included.

### **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

**Tenure** This is a full time ongoing position

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.