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<b>POSITION TITLE:</b>	<b><i>Maternal and Child Health Nurse</i></b>
<b>RESPONSIBLE TO:</b>	Director Community Services
<b>DEPARTMENT:</b>	Community Services
<b>AWARD:</b>	Nurses (Victorian Health Services Award) 2000
<b>CLASSIFICATION:</b>	ZJ6
<b>REPORTS TO:</b>	Manager Community Service
<b>CONTRACT:</b>	As per employment contract

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### **POSITION STATEMENT**

The service provides a comprehensive and focused approach for the promotion, prevention and early detection of the physical, emotional or social factors affecting young children and their families, and intervention where appropriate.

To apply advanced nursing skills to deliver the Maternal and Child Health Service within the guidelines of the Maternal and Child Health Service Program Standards 2009; the Department of Education and Early Childhood Development Maternal and Child Health Service Guidelines 2011

### **RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)**

#### **Service Requirements**

- Provide a universal primary care service for families with children birth to 6 years through home visits (Enhanced maternal & Child Health), centre consultations, assertive outreach and group consultancy.
- Monitor maternal health and well-being and provide advice, information, support and referral as appropriate.
- Help to identify children and families who require further assessment, intervention, referral and/or support.
- Bring families together, foster social networks, support playgroups and strengthen local community connections.
- Deliver other services and supports, such as family support services and immunisation.
- Other duties as required.

#### **Administration**

- Fulfil the requirements of the Maternal and Child Health program as per the Maternal and Child Health Service Guidelines 2011 and the Maternal and Child Health Service Program Standards 2009.
- To maintain accurate, confidential and up to date records as required Government funding bodies using designated software programs.

- Participate in the ongoing development and improvement of the service through consultation with the community, local services and DEECD.

Maternal and Child Health Service Guidelines 2011

<http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/mch/mchsguidelines.pdf>

Maternal and Child Health Service Program Standards 2009

<http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/mch/mch-service-program-standards.pdf>

Maternal and Child Health Service: Standards and Criteria

<http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/mch/mchstandardcriteria.pdf>

## QUALIFICATIONS

- Current registration as a Registered Nurse with AHPRA
- Graduate Diploma in Child, Family and Community Nursing or equivalent

## KNOWLEDGE, SKILLS and ATTRIBUTES

- Skills and competency in child health, development and behaviour.
- Knowledge of maternal health and well-being and issues affecting families in a contemporary society.
- Experience with a family centred approach to service delivery.
- Where required provide supervision for staff in the completion of their roles and responsibilities, with particular focus on clinical skills based competencies. This includes monitoring of performance and providing guidance and facilitating education and training where skills are not at the required standard.
- Knowledge of early intervention and referral networks.
- Demonstrated ability to deliver the Maternal & Child Health program as per the Maternal and Child Health Program Resource Guide, 2011, Maternal and Child Health Service Program Standards 2009 and Department of Education and Early Childhood Key Ages and Stages Framework 2009.
- Knowledge of State policy directions including the Blueprint for Early Childhood and Education, 2008 and Early Years Learning & Development Framework 2010.
- Understanding of community development process.
- Demonstrated ability to contribute to the planning, development and redevelopment of the service.
- A current driver's license is essential.
- Experience with the MACHS/IRIS/S2S computer program is advantageous.
- Ability to deliver the MCH Program in a flexible and innovative manner.
- Ability to work in partnership with other nurses.
- Well developed interpersonal and communication skills with parents and young children and the capacity to relate effectively with a diverse range of families, communities, professionals etc.
- Knowledge of current issues in the Family and Children's Services sector.
- No relevant criminal record found in a police check.
- No relevant criminal record found in a Working with Children Check.

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## HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Respect, Integrity, Compassion, Excellence, Community**

- All employees of Orbost Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbost Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.

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## **ADMINISTRATION**

- Be conversant with Orbost Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

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## **OCCUPATIONAL HEALTH AND SAFETY**

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

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## **QUALITY AND SAFETY**

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
  - National Safety and Quality Health Service Standards (organisation wide)
  - Community Care Common Standards (Home and Community Care)
  - Department of Human Services Standards (Disability and Homelessness Support)
  - Royal Australian College of General Practitioners Standards (Medical Clinic);
  - Diagnostic Imaging Standards (Radiology).

- Actively participate in the Orbest Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.
- Be aware of Orbest Regional Health’s approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

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**AUTHORITY AND CONDITIONS**

- All employees of Orbest Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbest Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level                      under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

.....  
**(Employee Name)**

.....  
**Executive Title**

.....  
**Signature**

.....  
**Signature**

.....  
**Date**

.....  
**Date**

*Orbest Regional Health reserves the right to review and amend this document at its discretion.*

## ***KEY SELECTION CRITERIA***

### **Essential Criteria**

- Current registration as a Registered Nurse with AHPRA
- Graduate Diploma in Child, Family and Community Nursing or equivalent
- Experience and knowledge in the provision of maternal and child health
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

### **Desirable Criteria**

- Completed self –directed breast feeding learning package

**Orbost Regional Health Position Description - Attachment 1**  
**Organisation wide – Mandatory Training**

<b>Focus area</b>	<b>Frequency</b>	<b>Classification</b>	<b>Staff</b>	<b>Training Type</b>	<b>Committee Responsible</b>
<b>Emergency Response</b>	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
<b>Manual Handling</b>	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
<b>No Lift</b>	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
<b>Hand Hygiene</b>	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
<b>Basic Life Support</b>	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
<b>Medication Administration General Adult &amp; IV competency</b>	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
<b>Falls Prevention</b>	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
<b>Neonatal Resuscitation</b>	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
<b>Advanced Life Support</b>	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
<b>Triage</b>	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
<b>Blood Safe</b>	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
<b>Aseptic Technique</b>	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
<b>Bullying and Harassment</b>	Orientation	Mandatory	All ORH Staff	Online Training	People and Culture
<b>Risk Management</b>	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
<b>Occupational Violence</b>	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
<b>OHS</b>	Orientation	Mandatory	All ORH Staff	Online Training	OH&S
<b>Cybersecurity training for health services</b>	Orientation	Mandatory	All ORH Staff	Online Training	MPS Managers

**Orbost Regional Health Position Description – Attachment 2  
Organisation wide – Orientation & Annual Information Update**

<b>Focus area</b>	<b>Frequency</b>	<b>Classification</b>	<b>Staff</b>	<b>Training Type</b>
<b>Occupational Health &amp; Safety</b>	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
<b>People &amp; culture</b>	Orientation & Annual	Info Update	All ORH Staff	Workshop
<b>Diversity</b>	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
<b>Clinical Governance</b>	Orientation & annual	Info Update	All ORH staff	Manager Discussion
<b>Resource Management</b>	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
<b>Risk Management</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Quality Improvement</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Partnering with Consumers</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Performance Reporting and Monitoring</b>	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
<b>Patient Rights &amp; Responsibilities</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Emergency management &amp; Business Continuity</b>	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
<b>Review &amp; Planning Process</b>	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
<b>Environmental sustainability</b>	Orientation & 2years	Info Update	All ORH staff	Manager Discussion