

Position Description

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| Position Title | Project Coordinator |
| Position Number | 30010989 |
| Division | Clinical Operations |
| Department | Women and Children |
| Enterprise Agreement | Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028 |
| Classification Description | Registered Midwife or Registered Nurse Grade 3B |
| Classification Code | JC8 or YU11 |
| Reports to | Director of Nursing and Midwifery Women's and Children's Services |
| Management Level | Tier 4 - Shift Managers, Team Leaders & Supervisors |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Acknowledgement of Country

Bendigo Health acknowledges the Traditional Custodians of the land, the Dja Dja Wurrung People and pays respect to their Ancestors, Elders, past, present and future. We recognise the continued impacts of colonisation and historical dispossession for Aboriginal people. The reality of colonisation involved establishing Victoria with the specific intent of excluding Aboriginal people and their lore, cultures, customs and traditions.

As a health service, we acknowledge Djaara have been healing with Country for thousands of years. We recognise and respect their culture and the contribution of all Aboriginal & Torres Strait Islander Peoples across the region and express our commitment to walking together on this continued healing journey.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community.

PASSIONATE – We are passionate about doing our best.

TRUSTWORTHY - We are open, honest and respectful.

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person-centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Women and Children Department

The team is part of Bendigo Health's Women and Children Department. The team provide inpatient and outpatient care to women and children from across the Loddon Mallee region. This service comprises our Women's Health Clinics, Women's Ward and Birthing Suite, Special Care Nursery, Children's Ward and the Early Parenting Centre. We offer a number of antenatal, intrapartum and postpartum care options including midwifery led antenatal care and obstetric care. Our service is supported by Lactation Consultants, Maternity Support Clinicians, Social Workers, Midwifery Home Care, Paediatric Homecare and an active education team. The staff work as a team with midwives, senior VMO's, staff specialists and junior medical staff in Obstetrics and Gynaecology. In paediatrics we are supported by VMO's and junior medical staff. Our Maternity Service is a Level 5 Service in the Victorian State-wide Capability Framework for Maternity and Neonatal Services which means we care for women and babies from 32 weeks gestation. The model is client focused and promotes a multidisciplinary approach to client management. Bendigo Health has approximately 1700 births per annum in the maternity service which offers women's clinics, antenatal/postnatal area, high and low risk birth suites and a 10-cot level 4 special care nursery.

The Position

This collaboration between Bendigo Health and La Trobe University is to co-design, implement and evaluate caseload midwifery care for First Nations women. Caseload midwifery is a model of care where women receive pregnancy, labour, birth and postnatal care from a primary midwife (with one or two back up midwives). Baggarrook Yurrongi is a culturally responsive caseload model for women having a First Nations baby that was implemented between 2017 and 2021 at 3 hospitals in Naarm (Melbourne) as part of a partnership research translation project with La Trobe University, the Victorian Aboriginal Community Controlled Health Organisation, the Royal Women's, the Mercy Hospital and Joan Kirner Hospital. The program had a 90% uptake by First Nations families with women reporting very positive maternity experiences, as well as major improvements in health outcomes with many more babies born at a healthy birthweight and gestation. The program has now been successfully embedded in the three maternity services.

Bendigo Health is committed to improving maternity care and supporting First Nations mothers and their babies to feel culturally safe. In this project we will work closely with local First Nations services to develop a culturally inclusive caseload midwifery model at Bendigo Health that fits local need, implement the model and offer to all women having a First Nations baby. With La Trobe University, we will evaluate key clinical outcomes and explore women's views and experiences of the model. We will also investigate model sustainability and the views of key stakeholders. By complementing existing services for First Nations women, we aim to bridge the gap between community-based care and the care women receive in hospital. The knowledge generated in this project will contribute to 'closing the gap' for First Nations people.

Acknowledgement of Cultural Load

This position is reserved for people of Australian Aboriginal or Torres Strait Islander origin, therefore Bendigo Health acknowledges that this role has the potential to add to the often invisible Aboriginal-related Cultural workload that Aboriginal employee's experience.

To ensure that Aboriginal and Torres Strait employees feel safe, supported and respected to call out on their cultural load, Bendigo Health provides ongoing education (including compulsory Aboriginal Cultural Awareness & Aboriginal and Torres Strait Islander Cultural Safety Training) to all employees, as well as having policies (e.g. Cultural & Ceremonial Leave Protocol) in place to ensure there is an organisation wide understanding of our shared history of colonisation that can lead to cultural load.

The short- and longer-term goals of the project include:

- Engagement and collaboration with health services and local First Nations community.
- Co-designing a culturally inclusive caseload midwifery model that is tailored to local need. Informed by the successful Baggarrook Yurrongi model, the Bendigo model will be developed to enhance, not replace, current supports.
- Implementing a policy of proactively offering caseload midwifery to all First Nations women (and non-First Nations women having a First Nations baby) booking for maternity care.
- Caseload midwives working with existing service providers to enhance care for First Nations women.
- Measuring baseline and post-implementation clinical outcomes.
- Exploring the acceptability of the model to First Nations women.
- Exploring the sustainability of culturally inclusive caseload midwifery at Bendigo Health.

Responsibilities and Accountabilities

This position has been established to facilitate co-design and implementation of a First Nations Caseload Midwifery model at Bendigo Health. The Project Coordinator will be responsible for working in a collaborative manner with hospital staff, First Nations health services and the community-controlled sector in order to facilitate provision of culturally safe continuity of care for women having a First Nations baby. The Project Coordinator will work closely with and report to the Director of Nursing and Midwifery, Women's and Children's services. They will work with key stakeholders and researchers at La Trobe University to facilitate program implementation and evaluation. Collaboration and relationship management with both internal and external stakeholders is key to achieving these goals.

Key Responsibilities

The position will involve project coordination, relationship management and administrative functions. Specific responsibilities include:

- Strengthening relationships and collaborating effectively with hospital staff, health services and First Nations communities.
- Facilitating co-design and local tailoring of the model.
- Facilitating steering / working groups to guide implementation of the model into hospital policy and practice.
- Determining current strategies to identify First Nations women and babies, and supporting to adapt identification processes as needed.
- Regularly meeting with and communicating the progress of the project to stakeholders, including research partners and community.
- Working with La Trobe University researchers to facilitate the collection of clinical outcome data and other implementation and evaluation data.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health'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. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health 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).

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 socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. 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.

Key Selection Criteria

Essential

1. Bachelor of Nursing/Midwifery or other recognized equivalent formal qualification leading to registration as a Nurse in Australia.
2. Identify as Australian Aboriginal and/or Torres Strait Islander.
3. High-level interpersonal, written and verbal communication skills, including the ability to communicate sensitively and effectively and work in partnership with First Nations people, and to engage with multi-disciplinary stakeholders at various levels.
4. Demonstrated knowledge and understanding of First Nations issues particularly relating to factors which impact upon the health and wellbeing of First Nations peoples.
5. Relevant experience working within the health care setting or with First Nations community organisations.
6. Good organisational skills and attention to detail.
7. Demonstrated high level of self-motivation and personal management skills.
8. Ability to maintain accurate records in a timely manner.
9. Ability to work effectively in a multi-disciplinary team.
10. Basic computing skills in word processing and data entry.
11. Relevant experience in project coordination and management.

Desirable

12. Previous research or project management experience.
13. Previous experience with data management.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition, you will be required to assist Bendigo Health 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 Regulatory Body or relevant Professional Association AHPRA. 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 Bendigo Health 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 Bendigo Health's discretion and activities may be added, removed or amended at any time.