



<b>Position Title</b>	<b>Maternity Manager</b>
<b>Site/Location</b>	<b>Mornington</b>
<b>Unit/Department</b>	<b>Maternity</b>
<b>Classification</b>	<b>4B NUM</b>
<b>Reports to</b>	<b>Associate Director of Clinical Services</b>
<b>Supervisory responsibilities</b>	<ul style="list-style-type: none"> <li>Registered Midwife &amp;/or Registered Nurse Division 1</li> <li>Enrolled Nurse</li> <li>Nursing / Medical / Other Students</li> <li>Ward Clerk</li> </ul>
<b>Key relationships</b>	<ul style="list-style-type: none"> <li>Associate Director of Clinical Services, Infection Control, Quality Program, Catering, Environmental Services, Administrative Services, Supply, Maintenance and other Programs or projects that affect the Unit for which they are is responsible</li> <li>Visiting Medical Officers and their Practice Managers</li> <li>Hospital Executive &amp; Management</li> <li>Hospital Staff &amp; Volunteers</li> </ul>
<b>Overall Job Purpose</b>	<p>To manage and lead Maternity that supports the continuity of care, within an environment of contemporary practice, to achieve the clinical, strategic and operational objectives of The Bays Healthcare Group Inc.</p> <p>The Maternity Manager assumes responsibility for their own actions whilst promoting and practicing professional standards of practice and conduct within his/her unit and the whole organisation.</p>
<b>Values</b>	<p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <p><b>Integrity</b>      Being honest in our dealings with others.</p> <p><b>Compassion</b>    Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</p> <p><b>Accountability</b>    Being responsible for and mindful of the consequences of our actions.</p> <p><b>Respect</b>            Acknowledging the rights and opinions of others as we work together as a team.</p> <p><b>Excellence</b>        Continually improving quality and efficiency.</p> <p>If we all embrace an “I CARE” philosophy, we will be successful as individuals, as an organisation and as a community.</p>
<b>WH&amp;S</b>	<ul style="list-style-type: none"> <li>Present fit for work and able to undertake duties in line with the physical inherent requirements of the role</li> <li>Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely</li> <li>Adhere with the current Work Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>Identify, assess, prioritise and control risks to health &amp; safety of employees, patients, residents, contractors and visitors</li> <li>Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures</li> </ul>
<b>Quality and Risk Management</b>	<p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <ul style="list-style-type: none"> <li>Organisational</li> <li>Clinical</li> <li>Infection Control</li> <li>WH&amp;S</li> <li>Emergency Response</li> <li>Specialty Clinical areas i.e. Maternity,</li> <li>Environmental Services</li> <li>Administration</li> <li>Catering</li> </ul> <ul style="list-style-type: none"> <li>Participate in the organisation’s accreditation processes</li> <li>Be compliant with and have a sound understanding of ISO 9001:2016</li> </ul>

	<ul style="list-style-type: none"> <li>• Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital</li> <li>• Participate in the organisation’s Quality Management and Control program</li> <li>• Participate in the collection of Clinical and Process indicators</li> <li>• Understand the Severity Assessment matrix and reporting system</li> <li>• Implement and undertake case reviews, peer review and improvement proposals as required</li> <li>• Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy</li> <li>• Adhere with the current Occupational Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>• Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment</li> <li>• Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules</li> </ul>
<b>Professional Development and Performance Appraisal</b>	<ul style="list-style-type: none"> <li>• Demonstrate responsibility for own professional development by continually updating professional knowledge and skills.</li> <li>• Collaborate and build the team by exchange of knowledge and skills</li> <li>• Participate in own and lead team performance appraisals in line with organisation expectations</li> <li>• Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy</li> </ul>
<b>KPIs/ Measures</b>	<ul style="list-style-type: none"> <li>• KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.</li> </ul>
<b>Major Responsibilities</b>  <b>Financial Performance</b>	<p><b>Manage the financial performance in the nursing unit by:</b></p> <p><i>Process:</i></p> <ul style="list-style-type: none"> <li>• Participating in the facility budgeting process</li> <li>• Participating in the development of Organisational Financial Key Performance Indicators (KPI’s) and time frames with CSM</li> <li>• Participating in ongoing operational review against KPI’s with CSM</li> <li>• Internal and external benchmarking of KPI’s</li> </ul> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> <li>• Annual formulation of unit based budgets</li> <li>• Completed and reported on monthly</li> <li>• Achievement of KPI’s and benchmarks</li> </ul> <p>Evidence of action taken when variances known</p>
<b>Technical Resources</b>	<p><b>Manage the technical resources within the facility by:</b></p> <p><i>Process:</i></p> <ul style="list-style-type: none"> <li>• Facilitating the development, implementation and review of a Model of Care consistent with the needs of our patients</li> <li>• Participation in risk management programs</li> </ul> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> <li>• Clinical practice demonstrates an understanding of best practice</li> <li>• Collection of clinical indicator information and evidence of strategies implemented based on findings</li> <li>• Promotion of and demonstrated involvement of the inter-disciplinary team in patient care</li> <li>• Continual quality improvement and reviewing results/trends and actions taken to ensure patient safety is paramount</li> <li>• Champion or Clinical lead of a National Standard and oversight of the working party</li> </ul>
<b>Physical Resources</b>	<p><b>Manage the physical resources available for the facility by:</b></p> <p><i>Process:</i></p> <ul style="list-style-type: none"> <li>• Ensuring the staff attend mandatory annual education sessions</li> <li>• Reviewing incidents and complaints</li> <li>• Implementing a system that ensures equipment is in safe working order</li> <li>• Ensuring compliance with/in personal attire and protective equipment</li> <li>• Minimising infection risk</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring staff adhere to organisational policy &amp; procedures</li> <li>• Facilitating a return to work program where applicable</li> <li>• Ensuring a safe and clean environment for staff, patients and medical practitioners</li> <li>• Ensuring compliance with statutory requirements</li> </ul> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> <li>• All staff attend sessions</li> <li>• Risk trends identified and evidence of strategies implemented</li> <li>• Equipment is well maintained and listed on assets register</li> <li>• No evidence of poor/non compliance</li> <li>• Infection control risks are minimised.</li> <li>• Staff are aware and follow organisational policies and procedures</li> <li>• Agreed and satisfactory return to work of staff member</li> <li>• Number of audits/ programs conducted as appropriate</li> <li>• Audit results demonstrate full compliance</li> </ul>
<p><b>Operational Work Schedule</b></p>	<p><b>Manage the Operation Work Schedule in an efficient and optimum manner in accordance with organisational direction</b></p> <p><i>Process:</i></p> <ul style="list-style-type: none"> <li>• Preparation of patients in a timely and comprehensive manner</li> <li>• Communication and liaison with medical practitioners and their rooms</li> <li>• Appropriate staffing and skillset available</li> </ul> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> <li>• Efficient and effective schedules and utilisation to meet requirements of other units where necessary</li> <li>• Harmonious relationships with Visiting Medical Officers and other key stakeholders</li> </ul>
<p><b>Human Resources</b></p>	<p><b>Lead the Human Resources within the facility to meet clinical and organisational outcomes by:</b></p> <p><i>Process:</i></p> <ul style="list-style-type: none"> <li>• Ensuring staff requirements meet the needs of the service</li> <li>• Ensuring rostering maximises model of care/continuity of care</li> <li>• Ensuring staff understand their role within the team in providing nursing care</li> <li>• Facilitating the ongoing education of the team</li> <li>• Facilitating the ongoing development and refinement of systems and process that meet the needs of the organisation</li> <li>• Ability to positively influence change and process within the Unit by utilising personal, professional and managerial knowledge and skills</li> <li>• Demonstrate a creative and innovative problem solving ability, whilst maintaining objectivity.</li> <li>• Developing a unit based dispute resolution process</li> <li>• Facilitating the annual staff satisfaction survey, developing strategies to meet the needs of the staff where opportunities are identified</li> <li>• Reinforcing and role modelling the behaviours in line with the organisational ICARE values with all staff</li> </ul> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> <li>• Appropriate number and mix of skills</li> <li>• Recruitment practices meet the corporate standard and time frames</li> <li>• Performance improvement reviews undertaken six monthly annually, new starters within probationary period</li> <li>• Effective Unit Training Plan in place</li> <li>• Monitoring of agreed KPI's and evidence of strategies undertaken when appropriate</li> <li>• The development of trust, empowerment of staff and open communication</li> <li>• Disputes are managed at Unit level with appropriate and timely referral to CSM</li> <li>• Evidence of results discussed with Executive staff and strategies implemented</li> <li>• Staff demonstrate the values and philosophy through trends identified in incidents/compliments/complaints. Strategies implemented where appropriate.</li> </ul>
<p><b>Security Check</b></p>	<p>Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.</p>
<p><b>Immunisations</b></p>	<p>To receive mandatory vaccinations or meet the criteria for exemption.</p>
<p><b>Qualifications / Experience -</b></p>	<ul style="list-style-type: none"> <li>• Registered Midwife &amp;/or Registered Nurse, Division 1 currently registered with the Australian Health Practitioner Regulation Agency</li> </ul>



<b>Mandatory</b>	<ul style="list-style-type: none"><li>Broad experience in Maternity, , including quality, workplace health and safety, infection control and ISO accreditation program and National Standards</li></ul>
<b>Qualifications / Experience-Desirable</b>	<ul style="list-style-type: none"><li>A post graduate qualification in management</li><li>Leadership experience in managing a team</li><li>Experience within private health sector</li></ul>
<b>Personal Competencies Required</b>	<ul style="list-style-type: none"><li>Excellent negotiation skills, both verbal and written</li><li>Excellent communications skills with an ability to work collaboratively with others</li><li>A focus on customer service and continuous quality improvement</li></ul>
<b>Job Competencies Required</b>	<ul style="list-style-type: none"><li>Demonstrated ability to provide leadership ensuring best practice in patient care and staff management</li><li>Effective human resource and communication skills and ability to engage and manage a diverse team to achieve positive outcomes</li><li>A focus on customer service and continuous quality</li><li>A demonstrated commitment to professional development</li><li>An understanding of current issues in acute medical surgical units</li><li>Experience and knowledge in departmental financial budgeting and demonstrated ability to utilise information technology to enhance practice</li></ul>
<b>Inherent Requirements</b>	<ul style="list-style-type: none"><li>Able to fulfil the inherent requirements of the role as per the Job Demands Checklist</li><li>Able to use equipment and tools safely and without physical or other restriction</li><li>Undertake assessment of ability to physically and mentally meet the requirements of the role</li><li>Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements</li></ul>

**Note:** *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.*

Approved: \_\_\_\_\_  
Signed, Manager Title

/ /  
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: \_\_\_\_\_  
Signed, Employee

/ /  
Date

\_\_\_\_\_  
Print Name, Employee