

1. IDENTIFICATION

Position No. See Appendix A	Job Title Registered Midwife	Supervisor's Position See Appendix A	
Department Health	Division/Region Health	Community See Appendix A	Location See Appendix A
Free balance Coding: See Appendix A			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
This position provides comprehensive midwifery care to childbearing women, babies and families in the community and the Region. The incumbent practices in compliance with the currently accepted Health/Midwifery Act and functions in accordance with the philosophy and objectives of the midwifery- led maternity care program. The incumbent is a member of the primary care team and contributes to healthy pregnancies, safe births and healthy beginnings for mothers and babies in the region.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
As the primary health care provider, this position is fully responsible for the provision of health services within the profession's scope of practice and uses an evidence-based approach. The incumbent is a credentialed practitioner and a member of the professional staff and is fully integrated into the accountability structures based on legislation, regulations, accreditation guidelines and policies/procedures. This position reports to the Regional Manager of Maternal Newborn Health Services for all clinical matters.
Acts as a consultant and resource person for nurses in outlying communities and assists in the training of Maternity Care Workers and aspiring Midwives in the community. The incumbent also promotes wellness for women, babies and families through provision of a continuum of care from the pre- conception period through to the period of infancy and early parenting. Encourages awareness, self- care and growth with women and their family members as pregnancy, labour and birth are profound experiences. The scope of the work must be carried out in a manner that is flexible, creative, empowering and

supportive.

The incumbent engages in a number of diverse activities, including primary care, health promotion and prevention, client education, staff training and program/resource development. The incumbent works collaboratively with other members of the multi-disciplinary, primary community care team and assumes primary responsibility for the provision of prenatal care, prenatal education, intrapartum care and postpartum care

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

In order to be successful in the position and support the strategic direction outlined by the Vision and Values, the position's performance will be assessed on the following Key Priority Areas:

SERVICE DELIVERY

PERSONAL DEVELOPMENT

COMMUNITY RELATIONS

DEPARTMENTAL EFFICIENCY

Below are the primary accountabilities of the position and their correlation to the Key Priority Areas:

SERVICE DELIVERY:

PROVIDES PRIMARY MIDWIFERY CARE TO SUPPORT AND PROMOTE HEALTH AND WELL-BEING OF CHILD-BEARING WOMEN, BABIES AND FAMILIES by;

- Educating clients and public on options and guiding them through informed choices
- Advocating and counselling
- Building relationships through continuity of care using a holistic approach
- Assessing and monitoring normal (while recognizing abnormal) physiological processes for both mothers and babies
- Using medication and technology appropriately, prescribing within scope of authority.
- Ordering and interpreting diagnostic tests
- Admitting patients to hospital, monitoring, assessing and treating as appropriate
- Facilitating multi-disciplinary team work approach to care
- Providing primary care for labour and birth process, as well as through the postpartum period
- Supporting breast feeding and related programs
- Administering appropriate medications and immunizations as per regulations
- Making home visits and using professional protocol
- Managing obstetrical emergencies

- Initiating, organizing and participating in medevacs as required
- Conducting outreach and skill building educational opportunities in assigned communities

PARTICIPATES IN AND CO-ORDINATES QUALITY ASSURANCE AND RISK MANAGEMENT OF MATERNITY CARE SERVICES IN THE REGION by;

- Developing and maintaining evidence-based care for clinical practice guidelines
- Leading the perinatal committee by providing on-going case reviews and audits
- Consulting with other practitioners on maternity care issues
- Participating in ongoing educational programs to maintain competencies
- Providing orientation, training and mentorship to peers, students and other team members to support development and maintenance of required skill level
- Collaborating with Obstetrical consultant regarding complicated pre-natal and intrapartum clients
- Co-ordinating high risk care for clientele
- Providing appropriate referrals

COMMUNITY RELATIONS:

- Liaises with prenatal nutrition program, Social Workers, Regional Wellness Co-ordinator, schools and other contacts
- Develops, presents and updates workshops and classes
- Develops public resource literature and information
- Provides pregnancy tests and reproductive counselling
- Works with Maternity Care Workers and Regional Maternal Newborn Health Services Coordinator to develop/deliver family wellness programming in regional communities

PERSONAL DEVELOPMENT:

- Participates in required training and strives for on-going professional development
- Participates in the annual performance management process and collaborates with immediate supervisor/ manager on the development of personal goals, mid-term reviews and annual performance appraisals
- Ensures that all mandatory certifications/accreditations are current and participates in recertification as required
- Ensures all policies, procedures and legislation are adhered to and requests clarification from immediate supervisor where questions exist.
- Participates in meetings as required
- Conducts self in a manner that is respectful to employees at all times

DEPARTMENTAL EFFICIENCY:

- Develops, reviews and revises midwifery guidelines and protocol
- Creates and completes discharge notes
- Provides referrals and consultations with multi-disciplinary team members

- Documents and maintains charts, files and medical records
- Updates orientation manuals
- Collects data for statistical purposes
- Orders appropriate supplies as required
- Maintains pharmacy and medications
- Follows all health and safety directives, identifying concerns to supervisor
- Completes other duties as required and assigned by management

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Inuit Culture, customs, traditions and healing philosophies;
- Comprehensive understanding of the midwifery care model in Canada;
- A recognized scope of practice and standards of care/clinical practice guidelines;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices.

Skills and Abilities

- Organizational, observational and time management skills;
- Basic computer skills;
- The ability to impart knowledge with multi-disciplinary team members;
- Current and evidence based clinical midwifery skills;
- Effective verbal and written communication skills;
- Functions easily in complex organization environment;
- Counselling skills;
- Ability to work effectively in a cross-cultural setting
- Demonstrated competence in providing primary maternal and newborn health care in an isolated community

The above knowledge, skills and abilities would typically be acquired through;

- Midwifery Diploma from Nunavut Arctic College and registration with the Nunavut Midwifery Registration Committee.

OR

- Registration with a Canadian College of Midwives or recognized midwifery body and with Nunavut Midwifery Registration Committee

OR

- Graduate from a Prior Learning, Education and Assessment Programme (PLEA) or equivalent in province/territory with existing midwifery legislation and registerable with a Canadian College of Midwives and registration with Nunavut Midwifery Registration Committee

AND

- 2 years post registration experience. Candidates with one year post registration experience may be considered, subject to supervision for one year as per Nunavut Registration Requirements;
- Equivalencies will be considered for NAC midwifery graduates;
- CPR, NRP and Emergency Skills Workshop for Midwives, MORE OB, or ALARM re-certification as per registration requirement;
- S.T.A.B.L.E or ACoRN course is an asset. Will be required to obtain within first year of employment;
- Valid divers license;
- The ability to communicate in more than one of Nunavut's official languages is an asset;
- This is a Highly Sensitive Position. Vulnerable Persons and Criminal Record Checks are required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- There are occasional requirements for carrying a variety of equipment and materials.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Exposure to blood and body fluids – risk can be minimized through use of universal precautions.
- Exposure to animal attacks while on home visits.
- Exposure to emotionally difficult or potentially violent situations at clinic or on home visits.
- Exposure to clients with contagious conditions - risks can be minimized by maintaining immunization status and using infection control measures.
- Exposure to hazardous substances – risk can be minimized with application of WHMIS knowledge.
- Occasional travel.

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Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- The need to act and react rapidly, in a focused and well-informed manner is mandatory in this position;
- The incumbent spends a significant amount of time consulting to determine needs and input; this requires excellent communication and facilitation skills and the ability to be open to innovative ideas;
- The incumbent spends time writing, reviewing materials and conducting research, which can result in eyestrain and other physical discomforts.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- The incumbent is exposed to tight deadlines and a heavy workload, with competing priorities and demands;
- Dealing with various clients requires creativity, tact and diplomacy;
- The incumbent is expected to work irregular and long hours and to work on weekends all of which can often place a high degree of stress on the incumbent's personal life;
- There is a requirement for an on call schedule and it could be emotionally and physically challenging;
- The incumbent will manage programs that often face public scrutiny.

7. CERTIFICATION

_____ Employee Signature	Director of Human Resources _____ Director Title
_____ Printed Name	_____ Director Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

9. Appendix A – List of Positions and Corresponding Information

Community	Position	Supervisor	Freebalance Code
Arviat	10-11545	10-03347	10626-01-3-300-1000000-01
Cambridge Bay	10-13302	10-12351	10626-01-4-410-1000000-01
Cambridge Bay	10-13113	10-12351	10626-01-4-410-1000000-01
Rankin Inlet	10-12318	10-03347	10626-01-3-320-1000000-01
Rankin Inlet	10-11546	10-03347	10626-01-3-320-1000000-01
Rankin Inlet	10-10635	10-03347	10626-01-3-320-1000000-01
Rankin Inlet	10-07074	10-03347	10626-01-3-320-1000000-01