

Melton City Council

Victorian Maternal and Child Health Nurse Student

Position Description

PD: 00494

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Victorian Maternal and Child Health Nurse Student (VMCHNS)
Directorate	City Life
Business Unit	Maternal Child Health
Position Classification	Victorian Maternal and Child Health Nurse Student 95 percent of MCH Nurse Year 1 rate of pay.
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	MCH Coordinator/Manager MCH Nurse
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• MCH Coordinator, Team Leaders and Nurses• Members of the MCH multidisciplinary team• Wider Council units and employees
External liaisons	<ul style="list-style-type: none">• Women, infants and their families and others as required• Midwifery services, including Extended Postnatal Care (EPC) and Hospital in the Home (HITH).• General Practitioners (GPs)• Paediatricians, Obstetricians, Allied Health practitioners• Community support services• Orange Door/ Child FIRST and Child Protective services

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

- Share responsibility for occupational health and safety, (OH&S) of self and others and report any safety hazards, injuries, near misses or concerns to line manager.
- Ensure the effective and safe delivery of healthcare services.
- Comply with all relevant Melton City Council OH&S management systems, policies, procedures and programs. This includes correct use of PPE and in Injury Management.
- Report any accident, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.



- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- The VMCHNS will provide elements of the Maternal and Child Health (MCH) Service to families with infants aged 0 to 6 weeks. The VMCHN will work within the limited scope of practice described in the *Maternal and Child Health COVID-19 response Victorian Maternal and Child Health Nurse Student (VMCHNS) employment model, May 2022*. The position will support mothers, fathers, carers and families with an emphasis on health promotion, prevention, parenting, development assessment, early detection and referral.
- The VMCHNS will work/operate, within a multidisciplinary team and will support families to be confident in their decision making related to their infant. The position will contribute to the success of the MCH service through supporting service delivery within their scope of practice. During the period of employment, the VMCHNS will undertake all orientation requirements of the Council and MCH service.

5. Key responsibility areas

- The VMCHNS will be limited to providing the first three Key Ages and Stages (KAS) consultations, and any supporting additional or telephone consultations 0-6 weeks within the Universal MCH program. The VMCHNS will not be allocated to work within the Enhanced MCH Program, or be allocated to lead or coordinate parent groups, or to provide group work or outreach visits as part of the sleep and settling model of care.
- Deliver a high quality MCH nursing service to families (0-6 weeks) that is consistent with the guidelines and standards set out by the Department of Health (DH).
- Practice in accordance with the professional codes, guidelines and standards that apply to their registration with the Australian Health Practitioner Regulation Agency (Ahpra) as a registered nurse and registered midwife.
- Identify and report suspected child abuse in accordance with legislative requirements and bring to the attention of line manager.
- Ensure the supervisor is aware of any potential risks within the MCH Service.



- Contribute and adhere to team decision making.
- Refer appropriately to relevant practitioners when care is outside scope of practice.
- Inform as appropriate the line manager when unsure of any work practices.
- Complete appropriate referrals and ensure relevant information is given to health professionals and MCH colleagues who will continue caring for the infant and family.
- Inform relevant line manager or seek support from colleagues if unsure of any care practices.

6. Technical/Professional Knowledge and Skills

- Satisfactorily completion of 150 hours of clinical experience in the MCH program AND the theoretical content to support Universal MCH nursing practice at a Victorian University.
- Adaptability: adjusting effectively to work processes, requirements, or cultures.
- Work Standards: Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing client consultations; self-imposing standards of excellence rather than having standards imposed.
- Stress Tolerance: Maintaining stable performance under pressure or opposition, handling stress in a manner that is acceptable to others and to the organization.
- Initiating Action: Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required, being proactive.
- Continuous Learning: Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.
- Managing Work (includes Time Management) – Effectively managing one's time and resources to ensure that work is completed efficiently.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Interpersonal skills

- Communication: Clearly conveying information and ideas through a variety of information sources to clients in a manner that engages them and helps them understand and retain the message.
- Collaboration: Working effectively and cooperatively with others; establishing and maintaining good working relationships.
- Relations: Meeting infant and family needs; taking responsibility for their safety, satisfaction, and clinical outcomes; using appropriate interpersonal techniques to resolve difficult situations and gain client confidence.

8. General Information

- Appointment is subject to a satisfactory Staff Immunisation clearance, a satisfactory current Police Record Check and holding a Working with Children Check.
- 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.
- An interim performance development and review discussion will occur with your Coordinator one month from your commencement date. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The



performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or learning needs.

9. Key Selection Criteria

1. Hold current registration with Ahpra:
 - Registered Nurse (Division 1)
 - Registered Midwife, and
 - In addition to the above registrations, is a student of an accredited postgraduate diploma/degree (or equivalent) in maternal and child health nursing and will have satisfactorily completed: 150 hours of clinical experience in the MCH program AND the theoretical content to support Universal MCH nursing practice.
2. Hold a current Working with Children Check.
3. Have a current valid Victorian driver's licence to carry out the role as a VMCHNS.
4. Must be willing to work across a range of MCH centres, if required.
5. Commitment to accept an offer of employment as a MCH nurse on completion of course.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Maternal Child
Health

March 2024

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date