

1. IDENTIFICATION

Position No	Job Title		Supervisor's Position	Fin. Code
See Appendix	Regional Manager Maternal Newborn Health Services		See Appendix	see Appendix
Department	Division/Region	Community	Location	
Health	See Appendix	See Appendix	See Appendix	

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Director Health Programs this position provides:</p> <ul style="list-style-type: none"> • Effective leadership in the delivery of the Maternal/Newborn Health Services; • Supervision of midwives and other members of the Maternal Newborn Health Services Team in the region; • Education and support to midwives, maternity care workers and community health nurses providing pre/postnatal care to women in the assigned Region. <p>The Maternal/Newborn Health Services holds a priority status within the Region and the Department's strategic direction and is consistent with the Article 23 of the NLCA.</p> <p>This Regional Manager ensures the provision of professional community midwifery care to clients in accordance with established standards of midwifery practice and the philosophy and objectives of the Department of Health.</p> <p>This position is responsible for delivery of high standard of care by ensuring the orientation, training and performance management of employees within the MNHS. This position demands involvement with clients for pre- and post-natal care as needed during regular business hours. This position does not require on call availability, except when attendance is needed in emergency situations.</p> <p>This Regional Manager is responsible in conjunction with instructors of Midwifery Education Programs approved in Canada for providing direct supervision of maternity care worker/midwife students at various levels of training and experience.</p> <p>This position ensures that women and their families in the Region have access to continuity of care and the choice of birthplace.</p>
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3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

This position is critical to the effective and ongoing delivery of the Maternal/Newborn Health Services in the assigned Region. This position oversees service delivery and personnel in community birthing centers in conjunction with the community birthing center supervisor. The Regional Manager has the responsibility to ensure that a high standard of care is maintained and delivered through her ongoing appraisal of standards and guidelines and the adherence to same.

The Regional Manager works with the Territorial Maternal, Newborn and Midwifery Services Coordinator, program instructors, midwives, maternity care workers, community health nurses and public health representatives in the region, to ensure the continuity of the provision of maternal newborn services.

The position will travel on occasion to outlying communities to establish effective relationships to promote and enhance the referral process and to offer education and support. The Regional Manager coordinates the day-to-day the activities of the Birthing Centre Team.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

Manages the delivery and maintenance of a comprehensive maternal/newborn health services program by:

- Collecting and analysing statistics to evaluate maternal/newborn health services;
- Monitoring demand for and uses of programs/services provided;
- Consulting with individuals/groups and compiling data to perform periodic needs assessments to establish program priorities;
- Enabling community members to identify needs, accept ownership and take action for resolution of health issues/concerns in relation to pregnancy and childbirth;
- Establishing and coordinating maternity care services referral process with outlying communities;
- Participating in inter-agency meetings to plan, implement and evaluate joint projects related to health;
- Preparing proposals and secure funding for various programmes as the need arises;
- Developing and recommending the annual measurable objectives and work plans;
- Liaising developing and maintaining cooperative and effective relationships with physicians, other agencies, administration, native organizations and the community.

Directs, provides and maintains the provision of maternal newborn health services (MNHS) by;

- Performing functions according to the Department of Health policies, procedures and guidelines established for MNHS;
- Working with the prenatal committee to determine client management and suitability for labour and delivery at the birthing centre;
- Initiating and conducting individual/family case conferences with nursing/medical/midwifery staff and or other health care workers when appropriate;
- Making decisions regarding client management and facilitating referral in consultation

- with other health care professionals;
- Conducting regular staff meetings to disseminate information, interpret policies;
- Standardising procedures, planning programs and encouraging a team approach;
- Implementing and monitoring adherence to approved policies, procedures and guidelines by all staff;
- Interviewing, selecting, orienting, scheduling work time, approving overtime, assigning workloads, and evaluating performance;
- Imposing progressive discipline as required;
- Assisting community health nurses with issues regarding gynaecology, family planning and procedures; and
- Maintaining confidentiality of all work and client related information.

Participates in the Department's management by:

- Monitoring and reporting upon issues designed to assist in the development and maintenance of the Maternal/Newborn Health Services.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Contextual Knowledge

- Theories, principles and best practices of midwifery;
- Inuit Culture, customs, traditions and healing philosophies;
- A recognized scope of practice and standards of care/clinical practice guidelines;
- Theories, principles and practices of HR and financial management;
- Theories, principles and practices of program development and evaluation;
- Theories, principles and practices of project management;
- Theories, principles and practices of adult learning.
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices;

Skills and Abilities

- Ability to teach/communicate effectively on an individual or group basis;
- Ability to plan, coordinate, implement and evaluate comprehensive midwifery services appropriate to northern communities;
- Ability to work effectively in a cross-cultural setting;
- Ability to maintain a high degree of confidentiality;
- Organizational and time management skills;
- Counseling skills.
- Effective written and oral communication skills;
- Computer skills including Microsoft software;
- Interpersonal and conflict resolution skills;
- Crisis intervention skills;
- Assessment and case planning skills.

The above knowledge, skills and abilities are typically 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 the Nunavut Midwifery Registration Committee;
- or Graduate from a Prior Learning, Education and Assessment Program (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;
- CPR, NRP, ESW certification is required, as per Nunavut registration requirements;
- Five (5) years of full-time practice as a registered midwife with experience in remote areas and cross-cultural work settings and two (2) years of supervisory experience are required;
- The ability to communicate in more than one of Nunavut's official languages is an asset;

This is a Highly Sensitive Position. Vulnerable Sector 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 occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

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

- There are occasional requirements for carrying a variety of equipment and materials.
- Prolonged periods working on a computer.

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 disrupt regular work schedules and travel requirements.

- Exposure to blood and body fluids – risk can be minimized through use of universal precautions;
- Exposure to emotionally difficult or potentially violent situations;
- 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.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

- The need to act and react rapidly, in a focused and well-informed manner is mandatory in this position;
- 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;
- Prolonged attention to detail is required when writing, reviewing materials and conducting research.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

- Tight deadlines, heavy workload and changing/shifting priorities;
- Travelling across the region, long hours on planes and at meetings. Irregular work hours and time away may interrupt social and family life;
- Occasional travel within and outside Nunavut may be required.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date I certify that I have read and understand the responsibilities assigned to this position.	_____ Date 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 – List of Positions and Corresponding Information

Community	Position	Supervisor	Freebalance Code
Rankin Inlet	10-03347	10-15056	10626-01-3-320-1000000-01
Cambridge Bay	10-12351	10-15046	10626-01-4-410-1000000-01