

POSITION DESCRIPTION

Position Title:	Research Midwife
Business Unit/Department:	Education and Learning
Division:	People and Culture
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Research Midwife Level 2 (QRED 1)
Reports To:	Education Coordinator – Research and Innovation
Direct Reports:	N/A
Date Prepared/Updated:	1 July 2025

Position Purpose

The Research Midwife will assist in research activities to ensure the research project: *Measuring women's perception of feeling safe during labour and birth and evaluating clinical and emotional outcomes*, meets the needs of the consumers and organisation, adheres to legislative responsibilities, and maintains a safe working environment. The Research Midwife will assist in conducting the research project in an ethical, scientific, and legal manner.

The Research Midwife will contribute to providing quality health and well-being services for our consumers demonstrating competent and expert behaviours across the five domains of leadership, research, evidence-based practice, education and learning, and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

Business Unit Overview

Western Health acknowledges the significance of career development opportunities for its staff. The Education and Learning Department is a crucial provider of clinical support, professional development, and continuing education for nurses, midwives, other health professionals, and non-clinical staff. The education teams strive to offer an efficient and effective integrated education service that caters to the learning, education, and training needs of Western Health from the perspective of lifelong learning and professional development.

Key Responsibilities



Leadership

- Model the behaviours and actions outlined in the Western Health vision for best care
- Ensure all research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe working environment for all parties

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- Provide consistent and appropriate leadership to nursing and midwifery employees and other investigators
- Employ an innovative and flexible approach to research management
- Apply conflict resolution skills when dealing with problems involving all levels of employees, consumers and their significant others and the public
- Ensure relationships with colleagues and consumers are professional and ethical and that cultural differences are respected
- Ensure excellent standard of service is offered by partnering with consumers and the community at all levels of planning and evaluation
- Work collaboratively to achieve desired outcomes for the organisation
- Identify factors influencing the successful conduct of research and be able to resolve or seek input to overcome identified problems
- Work within and towards the Nursing and Midwifery workforce plan.



Research

- Promote open lines of communication and participate in regular research meetings with research team members
- Promote the project to key stakeholders
- Recruit consumers to the project and maintain accurate records of participants.
- Understand the process of gaining consent of participants
- Promote the safe storage of data
- Works towards presenting and publishing in appropriate conference and journals and remain informed of the current literature
- Willing to learn research processes such as literature searches, data analysis, and writing up of research findings
- Enhance the research profile of Western Health.



Evidence Based practice

- Ensure all research activity is conducted in an ethical, scientific and legal manner, whilst maintaining a safe work environment for all parties
- Ensure research is conducted under the relevant legal frameworks including International Conference on Harmonisation (ICH), Good Clinical Practice (GCP) and other relevant generally accepted standards of GCP
- Ensure all discussions with consumers are approached in a respectful way which maintains confidentiality at all times and ensure optimum risk management is maintained
- Actively engage with stakeholders for the effective implementation of the project taking into consideration the wider breadth of potential stakeholders available
- Ensure the safety of research participants is maintained at all times, and risks and adverse events are reported promptly and appropriately to relevant authorities
- Liaise with relevant regulatory bodies as required (eg. HREC and Governance offices)
- Maintain confidentiality of participants
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement
- Be aware of Western Health Strategic Priorities, and ensure activities align with these priorities.



Education & Learning

- Attend relevant educational and investigator meetings
- Share knowledge of research, education and clinical practice issues and knowledge gained from participation in seminars and conferences
- Liaise with health professionals in the conduct of research
- Gain an understanding of relevant rules and protocols relating to research, for example. Good Clinical Practice, The National Statement on Ethical Conduct in Research Involving Humans, Declaration of Helsinki, Victoria and Australia Privacy Laws and local Human Research Ethics Committee requirements
- Ensure mandatory competencies are completed and up to date

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- Demonstrate a commitment to personal continuing professional development and participate in performance appraisal and review
- Actively seek feedback from key stakeholders on your own performance.



Clinical expertise

- Manage and coordinate the conduct of research in collaboration with other health professionals and people as appropriate
- Maintain clear and effective communication processes with research participants, carers, investigators, and other members of the multidisciplinary team
- Attain a thorough understanding of the relevant research protocols
- Screen hospital consumers for eligibility for the research project and maintain relevant documentation
- Work to ensure recruitment targets are met within the predetermine timeframe
- Ensure appropriate consent is obtained from consumers and/or their next of kin and maintain accurate and complete records of consent obtained by self and other colleagues in the unit
- Liaise with other health professionals within the hospital in the conduct of the research if required (such as health information department and other wards)
- Ensure data entry and data query resolution follows data management plan and timelines agreed with the research team
- Prepare for and comply with monitoring/audit activities internally and externally as required to meet the regulatory requirements
- Assist and/prepare hospital Ethics Committee submissions and reports in line with required time lines
- Perform other duties as required.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Research team
- Members of Education and Learning
- Director of Education and Learning
- Manager Education and Learning – Womens and Childrens
- Education Coordinator – Research and Innovation
- Operation Manager – Best Experience
- Office of Research
- Division Director – Women's and Children's Services
- Operations Manager – Women's and Children's Services
- Director of Nursing and Midwifery
- Deputy Executive Director of Nursing and Midwifery
- Midwifery Unit Managers
- Maternity staff
- Allied Health
- Unit medical officer

External:

- Research team at academic institutions
- Consumers, families, and others as required.
- Collaborative Research Partners

Selection Criteria

Essential

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- Current registration as a Registered Nurse/Midwife with AHPRA
- Experience as a Registered Midwife in an acute hospital setting
- Possess excellent clinical skills
- Demonstrate effective organisational skills, particularly with respect to time management, delegation and supervision
- Have well developed written and verbal communication skills
- Have highly developed interpersonal skills
- Demonstrate an ability to practice collaboratively as part of a multi-disciplinary health care team
- Demonstrate evidence of undertaking professional development activities to maintain and enhance midwifery expertise
- A commitment to high quality, safe and person-centred care
- Enthusiastic to participate all phases of a large research project.

Desirable

- Desire to gain research experience
- Knowledge of legal and ethical requirements in conducting research
- To complete further post graduate studies in research.

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity

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- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

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

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

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