Responsibilities of the Midwifery Assistant Liaison

The Midwifery Assistant Liaison is responsible for the organization and training of midwifery birth assistants, as well as coordinating the childbirth educational series. This role is both one that provides mentorship and mediation between the nurse-midwives and the assistants. It also requires coordination of schedules, maintenance of personnel records, and supervision of staff.

Hierarchy

The Midwifery Assistant Liaison supervises the Midwifery Birth Assistants and Educators, and is directly responsible to the Administrative Director and Senior Midwife.

The midwife’s assistant must perform only those services for which they are qualified and capable, and refer to appropriate specialists when work is not within their scope of practice or not in the client’s best interest.

Minimum Qualifications

1. College graduate with a degree in a healthcare science, humanities, leadership or business;
2. Completion of two series of Midwifery Assistant Training courses and having demonstrated ability to effectively teach the course;
3. Attendance at more than 50 homebirths;
4. S.T.A.B.L.E. certification;
5. Successful completion of NRP in its entirety, including intubation and emergency medication administration;
6. Provider level CPR certification;
7. Minimum of 40 hours of breastfeeding education;
8. Physical exam with appropriate immunizations and/or titers;
9. References verified;
10. Social media profiles reviewed for professionalism;
11. Confidentiality agreement signed;
12. Conflict of interest signed;
13. Job Description signed;
14. Criminal background check approved by Practice Administrator if unlicensed;
15. Basic service ability for preparing postpartum meals, laundry, and cleaning birthing environment;
16. Physical strength for carrying birth equipment up or down a flight of stairs and/or moving a laboring mother as necessary (approximately 50 pounds);
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17. Physical ability to bend at the waist and obtain heart tones on a laboring mother submerged in the birthing spa and/or any other position she may assume;

18. Physical ability to provide labor support of mother, including on-going and consistent back massage;

19. Ability to count fetal heart tones while watching a second hand;

20. Basic computer literacy, including the ability to use basic desktop applications and electronic communication;

21. Ability to use IT to support clinical and administrative processes, which presumes information literacy to support evidence-based practice;

22. Ability access data and perform documentation via computerized patient records;

23. Ability to support patient safety initiatives via the use of IT;

24. Awareness of proper etiquette via phone, e-mail and client consultations;

25. Successful completion of a HIPAA training course and passing of competency testing;

26. Successful completion of an OSHA training course;

27. Successful completion of online trainings per the staff website;

28. Must believe whole heartedly in the midwifery model-of-care, the safety of homebirth and the importance of breastfeeding; and

29. Must have great respect for all medical modalities with a desire to create a safe infrastructure of care throughout the healthcare system.

Character

Loyalty, dependability, confidentiality, responsibility, and integrity of the midwifery assistant are vital. The ability to excel in these attributes is therefore, required of the Midwifery Assistant Liaison. The Liaison is a leader and mentor to the midwifery assistants, and counselor and respite to the nurse-midwives. This person must respectfully communicate between the midwifery staff and the assistants, offering mediation where necessary.

Discerning teaching needs from those requiring reprimand and ultimately, extending critique that inspires positive change is imperative. This person must be self-motivated to embrace policy change, create new and innovative programs, and identify areas of improvement among the staff. Admittedly, this person may also serve as counselor and cheerleader to all those who serve within the midwifery team.

Required Skills

The Midwifery Assistant Liaison requires not only the appropriate character, but also the capacity to encourage a pleasant working environment and be self-directed in recognizing and completing job tasks. The Liaison is responsible for meeting the minimum criteria of the Midwifery Birth Assistant and must have demonstrated leadership in the midwifery assistant position, as well as eagerness to take on these tasks:

1. Screen and interview applicants for midwifery assistant positions, childbirth educators, and lactation support;

2. Check references, verify licenses, assess criminal record and recommend as appropriate to the Administrative Director;
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3. Ensure new staff members understand their role, have signed job descriptions, complete their employee physicals, achieve appropriate competencies, and have a signed confidentiality agreement;

4. Mentor Midwifery Birth Assistants through completion of orientation;

5. Complete new employee checklist within first thirty days of new hire;

6. Assure employee competencies are maintained through termination of employment;

7. Manage schedule for on-call midwifery assistants;

8. Provide annual job performance review of Midwifery Birth Assistants;

9. Assist in optimizing working relations between nurse-midwives and Midwifery Birth Assistants;

10. Provide quarterly in-service training for maintaining current staff competencies, as approved by the Senior Midwife.

11. Schedules childbirth education classes and manages teaching schedule, assuring co-teachers are properly trained and presenting material consistent with our practice philosophy and approved by the Senior Midwife;

12. Submits purchase requisitions for supplies and equipment necessary for teaching the childbirth education program;

13. Submits purchase requisitions for supplies and equipment necessary for the Midwifery Birth Assistants;

14. Provides antepartum home risk assessments to assure clients are appropriately prepared for their home birth, and recording this in the client’s chart;

15. Maintaining and reviewing documentation of midwifery birth assistants for quality assurance;

16. Completes birth certificates within 72 hours of each birth, as well as paternity affidavits as appropriate;

17. Assists the Administrative Director in maintaining an up-to-date policy and procedure manual;

18. Assists the Administrative Director in maintaining an accurate web presence for both consumers and employees;

19. Encourage professional accountability in following clinical practice guidelines as they apply to the midwife assistant’s role; and

20. Willingness to accept any other responsibility requested of your associates and/or the midwives.

Professional Equipment

The Midwifery Birth Assistant Liaison is an administrative position, requiring familiarity with Pages, Numbers, and Keynote, and Trello. Supplies and equipment for performing the midwifery assistants position will be provided to this person, as well as an iPad for completing additional documentation and recording antepartum home risk assessments.

1. iPad

2. Believe Midwifery polo

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Office space will be made available within both the Carmel and Lafayette offices, so the Liaison can schedule meetings with staff and administration.

Any supplies provided by Believe Midwifery Services, LLC and not returned to the practice upon termination will be charged to the employee for cost of replacement.

Professionalism

High standards are expected regarding professionalism. Your appearance, communication skills, and loyalty to homebirth, midwifery, and the practice are paramount. The Midwifery Birth Assistant Liaison should discuss these responsibilities with their spouse, as this role may require assuming a call-shift when no other staff can be secured. Certainly this may prove exceptionally inconvenient.

Your role with Believe Midwifery Services, LLC is important. You are valued immensely. The service you provide each family may often go unrecognized, as their gratitude supersedes their ability to thank-you.

All expectations of professionalism, immunizations, and skill are consistent with the Midwifery Birth Assistant’s role. A signed job description for that role, as well, should be signed by the Liaison.

Reimbursement

The Midwifery Birth Assistant Liaison is paid consistent with the rate assigned in that role; however, duties specific to the Liaison role are paid at an hourly rate, ranging from $12 to $18. Antepartum home visits are the exception, in which the Liaison will be paid $50 for each visit, with completion of all tasks per policy. Travel expenses are part of the package fee for home visits and/or birth pay.

The Liaison is expected to submit a monthly schedule with one full office day in Lafayette, 11am to 7pm, and one in Carmel, 10am to 5pm, each month. All administrative work (phone calls, creating schedules, educational preparation, staff meetings, and the like) are to be completely as much as possible, within these times.

Advocacy work and annual celebration picnic are offered as a volunteer and greatly appreciated by the Administrative Director, Senior Midwife and our clientele. In-service training, organizational meetings, or additional mentorship with the Practice Administrator or other staff members in effort to enhance one’s skills in any specific area related to your professional role will be provided at no additional charge to you if your learning would benefit Believe Midwifery Services, LLC. Examples of such training include: hearing screen administration, sterile water papule administration, breastfeeding counseling, use of TENS unit, rain drop therapy, prenatal care, childbirth education, mock codes, vaginal breech birth workshops, NRP practice, use of herbs and oils, etc.

Staff meetings specific to practice administration or company procedure, or orientation specific to a new role within the clinic is paid at an hourly rate determined by the Administrative Director. If the Liaison is providing this education, the hourly rate applies, including preparation time for such teaching.

Physical Demands

This role requires sitting and standing associated with a normal office environment, as well as strength and endurance to physically support the laboring woman and carry heavy clinical equipment. Manual dexterity, perceiving attributes of objects by means of skin receptors, fingers and hands is required. Transportation and lifting of both mom and baby, usually by hand, arm or shoulder is necessary. Moving on foot on uneven surfaces and raising or lowering an object approximately 25-50 pounds may be required, even carrying such load up a flight of stairs. Perceiving the nature of sounds by ear and expressing self though the spoken word is vital. Bending at the waist to obtain fetal heart tones on a laboring woman within the spa, or in any other position she may assume, or offering physical support during labor such as consistent back massage is a requirement of this job position. This
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description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, skills and working conditions may change as needs evolve.

Proprietary Information and Non-Disclosure

The Midwifery Assistant Liaison shall not use to their own advantage or the advantage of any other person, business or entity, except as specifically provided in this job description, either during their association or at any time thereafter, any information gained for or from business, files, and/or records of Believe Midwifery Services, LLC. The Liaison shall maintain all confidential information disclosed to him or her hereunder by Believe Midwifery Services, LLC in strict confidence. The Liaison agrees that all documents, drawings and writings of any kind provided to him or her by Believe Midwifery Services, LLC are the sole property of Believe Midwifery Services, LLC. The Midwifery Assistant Liaison acknowledges that such information is proprietary, and that in the event of an unauthorized disclosure and/or use of such information, significant damages may be incurred or suffered by Believe Midwifery Services, LLC. The Liaison will destroy all copies of the confidential information once it is no longer required by them to perform work for Believe Midwifery Services, LLC, or as directed by Believe Midwifery Services, LLC.

Non-Compete

The Midwifery Assistant Liaison shall not now or for three years following termination, become employed by or contracted by any of Believe Midwifery Services, LLC’s direct out-of-hospital competitors, including other nurse-midwifery birth center and/or homebirth practices within the counties we serve. The Midwifery Assistant Liaison will not establish, own, organize, or manage their own women’s health practice within any county previously served by Believe Midwifery Services, LLC or surrounding counties. Written permission by the Administrative Director may be granted on an individual basis which will make null and void the non-compete clause. The Midwifery Assistant Liaison shall not compete with our essential oil, sling, cloth diapering, or product sales otherwise while employed for Believe Midwifery Services, LLC. The Liaison shall not teach educational classes that directly compete with classes provided by Believe Midwifery Services, LLC or the Red Raspberry Boutique, LLC.

Conflict of Interest

Believe Midwifery Services, LLC’s mission is one that promotes, supports and protects the midwifery model of care, women’s health, breastfeeding, holistic healthcare, and respectful parenting. Believe Midwifery Services, LLC is also a faith-based practice that upholds to the best of its ability teachings from the Holy Bible. Employment by or active participation in agencies, organizations, or corporations that directly oppose such philosophy and demonstrate to impact the services provided by Believe Midwifery Services, LLC would be a direct conflict of interest to your position here at Believe Midwifery Services, LLC and are strictly prohibited. This is extended to social media including for example, Facebook, Pintrest, blogging, listservs, etc.

Quality Review

The Midwifery Assistant Liaison is an interdependent member of the midwifery team. Care management is expected to be carried through completion with substantial independence, yet the Liaison remains the direct responsibility of the nurse-midwife. The Liaison shall share a self-evaluation with the Administrative Director at their annual anniversary date. The Administrative Director will provide a written and/or verbal evaluation regarding the Liaison’s positive attributes, along with any beneficial critique. The Director will also respectfully request any comments or suggestions for improvement regarding the practice management of Believe Midwifery Services, LLC.

Termination

Believe Midwifery Services, LLC has the right to terminate employment, at-will, without notice.

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Reasons for Termination for Gross Misconduct Includes:

1. Not being available while on-call with prior knowledge of competing commitments is grounds for immediate termination.

2. Drugs or alcohol so that the assistant is unable to provide immediate and safe clinical judgement while on-call or working within the office is grounds for immediate termination.

3. Refusing to care for any one particular client because you disagree with the nurse-midwife’s care management (abandonment) is grounds for termination.

4. Speaking disrespectfully to associates or clients at any time is grounds for immediate termination.

In the event of termination related to anyone of the above scenarios, or circumstances with equal or greater severity, the Administrative Director is at liberty to report such negligence to the Indiana State Board of Nursing. At no time will the Administrative Director tolerate endangerment to the clientele of Believe Midwifery Services, LLC, and at no time will she tolerate behavior that reflects poorly on our profession.

It is otherwise expected that the Midwifery Assistant Liaison will fulfill each agreed upon commitment stated within the aforementioned job description. The Administrative Director respects greatly that each Liaison's commitment to their profession, particularly as mothers, is seasonal. Some seasons of life we are able to commit more fully and at other times, less responsibility is necessary. However, if the assistant is in need of decreased commitment or a leave of absence, it is paramount that the Liaison manage this scenario with great integrity and professionalism, respecting the limited resources of the practice and vital role the assistant provides. Please offer as much advance notice as possible and trust that circumstances beyond your control are appreciated by the Administrative Director; however, abrupt abandonment otherwise will eliminate any possibility of future employment or positive recommendation.

Finally, upon termination by either party, the assistant will be required to return all equipment owned by Believe Midwifery Services, LLC without damage or neglect.

I agree to the terms of this job description and accept the responsibilities of the Midwifery Assistant Liaison.

__________________________________________  __________________________
Midwife Assistant Liaison Signature  Date

__________________________________________  __________________________
Administrative Director’s Signature  Date