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| Registered Undergraduate Student of Midwifery (RUSOM) Duties List |
| April 2020 |

| **Area of care** | **Activities** |
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| **Hygiene** | • Assist with personal hygiene of woman * Assist on caesarean section/ perineal wound hygiene

• Assist with dressing and undressing • Removal of make-up and nail polish for procedures • Hand-hygiene • Pre-operative site preparation (with surgical clippers only) * Assist with baby bathing and hygiene needs
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| **Toileting** | * Change soiled bedding / under pads
* Assist with changing of maternity pads
* Provide, record and empty urinal pans for women on fluid balance charts
* Empty and record urinary catheter bag drainage
* Document and report lochia and elimination amounts to Registered Midwife
* Assist nappy changing of baby
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| **Manual Handling & Mobility** | * Assist with transfers, sitting women out of bed/on toilet/commode
* Assist women to change position in bed
* Provide pressure area care
* Assist with mobilizing women
* Assist in the use of manual handling hoists/aids
* Transport for discharge
* Assist with infant care and settling
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| **Nutrition** | * Assist with safe meal set up, adjusting table and opening packages as required for women
* Provide water/refilling water jugs or making drinks for women
* Assist with infant feeding per care plan and women’s preferred methods
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| **Environment** | * Ensure falls prevention strategies for mothers are in place – call bell, phone, bedside table in reach, bed lowered, trip hazards removed as per current Safe sleeping guidelines
* Maintain safe and tidy ward environment
* Placing flowers in vases, water changes for flowers/vases
* Making beds and cots
* Assist safe infant sleeping practices as per current Safe sleeping guidelines
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| **Communication** | * Answering call bells including staff assist
* Reporting and/or escalating all care and concerns to supervising registered midwife/s
* Clerical answering and transferring calls/intercom (Exclusion: Advice, clinical or confidential information)
* Assist with communication tools for women (iPads/ Wi-Fi etc)
* Referring all aspects of care out of scope to RM
* Direct visitors to ward or RM for assistance
* Respond to, and report emergencies as per hospital policy
* Attend handover and local team meetings or education sessions
* Orientate women and family/carers to ward environment
* Seek regular feedback from supervising RM/s and reflect on practice
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| **Documentation** | * Complete fluid balance chart: Oral input and urine output, report to Registered Midwife
* Complete infant feeding chart and report to registered midwife
* Complete infant output chart and report to registered midwife
* Complete baby weight, document and report to Registered Midwife
* Assist in the documentation of valuables
* Assist in filling out bedside communication boards
* Complete incident reporting as per local hospital policy
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| **Maintenance** | * Restock non-emergency supplies and equipment
* Cleaning and putting away equipment between use i.e. – infusion pumps,
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| **Other duties** | * Assist packing and unpacking women’s belongings when required
* Attend professional development sessions
* Attend and report at staff meetings
* Initiate emergency response alarms as per organisational policy
* Running simple errands within hospital grounds
* Re- application of anti-embolic stockings
* Conducting ward audits and surveys
* Observation of midwifery procedures performed by RM if time permits
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**Exclusion List**

The following aspects of care **cannot be delegated** to a RUSOM as part of the RUSOM Employment Model

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| **Area of Care** | **Activities** |
| **Hygiene** | * Cutting/trimming nails - including babies nails
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| **Toileting** | * Insertion of urinary catheters
* Urine specimen collection
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| **Manual Handling** | * Transport of women or babies awaiting transfer to other facilities
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| **Nutrition** | * Refilling of water jugs or making drinks for women on fluid restrictions, modified diet/fluids or nil orally
* Develop or change infant feeding plans
* Provide infant feeding advice
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| **Environment** | * Checking emergency equipment (resuscitation trolley and bedside oxygen/suction/air)
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| **Communications** | * Provide clinical information and advice to women or families
* Taking verbal clinical orders from unregulated health care workers, administrative, medical or allied health staff
* Accepting delegated duties from an enrolled nurse (EN)
* Taking verbal pathology results via telephone
* Providing advice, counselling, confirming new diagnosis and communicating confidential information
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| **Documentation** | * Completing documentation on women on fluid restriction
* Completing progress notes
* Documenting on general observation charts
* Completing care plan details on communication boards or handover sheets
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| **Maintenance** | * Restocking emergency supplies in resuscitation trolley
* Restocking medicine supplies
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| **Other** | * Allocation as the primary midwifery carer for women or babies
* Escorts of women or babies, unless outlined in core duties list
* Woman or baby assessment including – risk assessments, vital signs, blood glucose levels, urinalysis, fetal monitoring and collection and labelling of specimens
* Care of complex women or babies
* Medication administration (all routes, including drops and topical creams)
* Intravenous therapy management
* Oxygen therapy
* Suctioning
* Wound management
* Measurement and initial fitting of anti-embolic Allocated as CPO
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