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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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **Maintenance** | * Restock non-emergency supplies and equipment * Cleaning and putting away equipment between use i.e. – infusion pumps, |
| **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 |

**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 |
| **Toileting** | * Insertion of urinary catheters * Urine specimen collection |
| **Manual Handling** | * Transport of women or babies awaiting transfer to other facilities |
| **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 |
| **Environment** | * Checking emergency equipment (resuscitation trolley and bedside oxygen/suction/air) |
| **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 |
| **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 |
| **Maintenance** | * Restocking emergency supplies in resuscitation trolley * Restocking medicine supplies |
| **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 |