

Job Description

Job Title	Midwife – Core Maternity Triage
Band	6
Directorate	Women & Children's
Professionally Accountable to	Associate Director of Midwifery
Responsible to	Midwifery Matron

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

This job outline highlights the main areas of responsibility for the post and is not exhaustive. It is expected that the post holder will facilitate multidisciplinary woman centred care; this includes assessing, planning and evaluating the care of women and their babies. The post holder will be supported to develop in conjunction with the women, a programme of individualised, holistic and personalised care whilst taking cognisance of social, physical, psychological and cultural needs.

The post holder will work autonomously within NMC, Trust & Directorate Policies and Guidelines to provide specialist expertise to women in the antenatal, intrapartum and postnatal period, delivering high quality, evidence-based care and acting as an advocate for women and protector of the child within the hospital/community setting. Taking responsibility for the management and leadership of the ward / department /caseload in the absence of the senior midwife and on a regular basis, the post holder will work closely with midwifery practice and

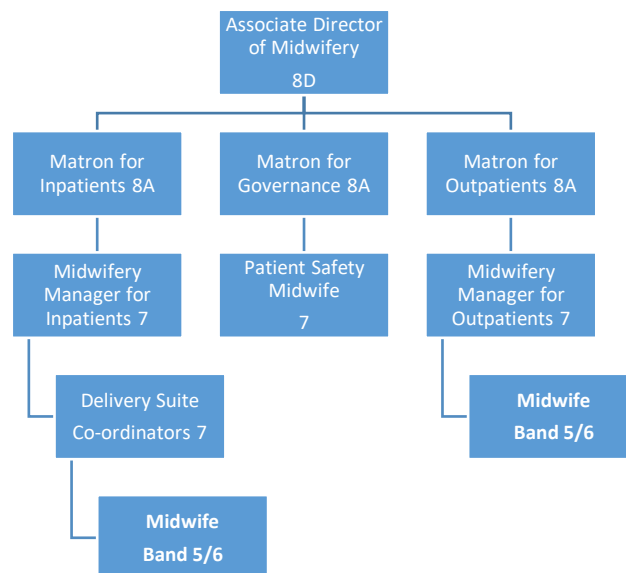


our obstetric and neonatal colleagues to develop the provision of personalised care plans for all women.

To provide support and advice to all members of staff and colleagues within the multi-professional team. This is an exciting opportunity for an exceptional and experienced midwife, with evidence of excellent professional practice to take a role in the wider team, and participate in the supervision and teaching of staff; including mentorship and assessment responsibilities for midwifery students.

Our desire is to develop competent, and compassionate practitioners who can make a positive contribution to and impact upon midwifery practice.

ORGANISATIONAL STRUCUTRE CHART



KEY RESPONSIBILITIES

Clinical

- Provide safe, high quality, evidence based clinical care transferring and applying skills and knowledge to meet the individual needs of women and their families.
- Facilitate women's involvement in the decision making process regarding all aspects of their pregnancy, birth and postnatal care.
- Demonstrate sound organisational, analytical and clinical skills when planning clinical workload.
- Promote, support and encourage midwife led care, practising within the parameters of policies/guidelines and sphere of professional practice.
- Liaise and work collaboratively with the multi professional team and other agencies, when complex needs are identified.
- Maintain and enhance clinical skills for autonomous midwifery practice.



- Inform midwife in charge of clinical area of any deviations from normal, related to allocated patients.
- Work within a team providing various models of care, predominantly taking the expert lead in maternity triage.
- Work across all areas in the hospital setting on a shift by shift basis to meet the needs of the service in high acuity / skill mix demand.
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Management

- Take charge of the Maternity Ward on a shift by shift basis, as required, ensuring appropriate allocation of the clinical workload and escalating concerns to the responsible Co-ordinator / Ward Manager / Matron (as appropriate)
- In the absence of the Band 7 Co-ordinator, undertake this responsibility with identified support, if required.
- Participate in environmental, health and safety, infection prevention and control audits and assist the Matron with implementing actions to maintain compliance.
- Actively contribute to the current Trust processes to obtain feedback from service users.
- Support the Matrons with the effective management of the department budget and use of available resources with prudence.
- Support the Matrons with reviewing working practices and clinical pathways, with the aim of increasing efficiency and service transformation.

Infant Feeding

- Actively promote breastfeeding as the preferred method of infant feeding, having provided evidence and advice to women and following their individualised choices.
- Actively contribute to the process to maintain UNICEF Baby Friendly accreditation.
- Ensure policies and guidelines related to infant feeding are followed at all times.
- Undertake training/updates related to infant feeding as required.
- Oversee and support the breast feeding Peer Supporters

Quality Governance/ Risk Management

- Ensure the appropriate reporting of clinical/operational incidents through the Trust's incident reporting process.
- Participate in incident reviews where involved in clinical care, adhering to Trust Policy and NMC standards.
- Respond appropriately to complaints and feedback from women and their families, referring concerns immediately to the responsible Managers, Matrons or Co-ordinator.
- Assist the Matrons in setting, maintaining, and monitoring standards of care.
- Contribute to the policy / guideline review process for the maternity service
- Actively participate in and contribute to audits and coding related to maternity care.
- Take responsibility for updating own knowledge related to learning from incidents/investigations.

Training and Education

- Participate in the induction of newly appointed staff.
- Support students during clinical placements and identify learning opportunities to enable the achievement of learning objectives. Support and encourage students to maximise their individual potential.
- Undertake the role of Practise Supervisor and /or Assessor for student midwives.
- Participate in informal teaching and training of staff as required to ensure evidence based midwifery care is delivered locally.
- Support Band 5 midwives with the acquisition of clinical skills and competencies required to progress to Band 6.

Personal/ Professional Responsibilities

- Ensure own clinical skills are updated in line with current evidence based practice, reporting learning/training needs to the Lead Midwife for Clinical Education & Training
- Maintain a continuum of personal and professional development in accordance with the NMC recommendations that meet the requirements of revalidation.
- Take responsibility for maintaining professional registration.
- Undertake required mandatory/ essential training
- Participate in the Trust Appraisal process.
- Meet at least annually with a Professional Midwifery Advocate (PMA).
- Project a professional attitude to patients, visitors and colleagues at all times.
- Regularly access NHS email account and respond appropriately to requests from colleagues, manager and Trust staff.

Research and Audit

- Initiate and lead multi-disciplinary developments, projects and audits within the ward/ department, involving research, audit, quality and risk management
- Contribute to the research process with the support of senior colleagues as determined.
- Critically evaluate research before applying to clinical practice.
- Work in partnership with senior colleagues, in particular the Clinical midwifery specialist in the promotion of evidence based practice and midwife led care.

GENERAL INFORMATION

- To undertake any other duties, required by Maternity Service, appropriate to the grade and relevant to the post.
- To minimise hazards in the working area and report and manage any identifiable hazards where appropriate.
- Adhere to all safe systems of work applicable to the work area.
- To undertake risk assessments and implement risk reducing measures. Where appropriate, to review and update safe systems of work on a regular basis. To report to the line manager any residual risks that are unacceptable and not within his / her span of control to rectify.
- Work flexibly across in-patient areas to meet the needs of the service

Information Technology

Employees are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

Health And Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

- Familiar with the Trusts safeguarding policies.
- Attend appropriate training for safeguarding.



- Know who to contact if you have concerns about an adult or child's welfare.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies And Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfill their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control update. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

No Smoking Policy

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty and within the designated no smoking areas.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

To order and receipt goods in accordance with the Trust's financial framework.

Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate / authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.



N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, health and safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder and the other members of the post holder's line management team.

Please note that all A&C staff may be required to move to another dept/area within the Trust in order to meet service needs.

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

SIGNATURES

Post holder's name:

Post Holder's signature:

Date

Manager's name:

Manager's signature:

Date



Person Specification



Compassion • Accountability • Respect • Excellence

JOB TITLE: Midwife
DIRECTORATE: Women and Children's
BAND : 6

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Registered Midwife	✓	
Completion of Preceptorship Programme or equivalent	✓	
Meets NMC requirements for Practice Assessor & Practice Supervisor	✓	
EXPERIENCE		
Experience as a midwife leading to autonomous practice	✓	
Competent to deliver evidence based practice	✓	
Ability, with appropriate orientation to work in all maternity settings	✓	
Understanding of the legal framework around Safeguarding Adults and Children	✓	
Computer literate and with appropriate training, able to use a range of appropriate packages	✓	
Able to plan and organise own workload.	✓	
Experience of managing a ward, and or experience of managing caseloads		✓
An understanding of and experience of addressing public health issues		✓
Minimum of 3 years' experience with 2 years as Band 6.	✓	
SKILLS, KNOWLEDGE AND ABILITIES		
Demonstrates knowledge and understanding of current midwifery issues	✓	
Able to prioritise own workload and maintain an awareness of the workload of others	✓	
Ability to communicate with staff from all levels and from different professional groups	✓	
Ability to inspire, influence and motivate others		✓
Demonstrates a working knowledge of clinical governance	✓	
Evidence of strategic leadership responsibilities in education and service development.	✓	
Demonstrates a positive approach to change	✓	
Awareness of national policies relating to Maternity Services		✓
PERSONAL ATTRIBUTES		
Enthusiastic team player	✓	
Able to concentrate for prolonged periods of time and in a busy environment where they are likely to be frequent interruptions	✓	
Ability to meet the safe moving and handling requirements of the post with any aids or adaptations that may be required	✓	



Is aware of own development needs with a willingness to work towards and achieve personal development	✓	
OTHER FACTORS		
Able to remain calm under pressure	✓	
Work in all clinical settings, within the hospital	✓	
Participate in on-call commitment with appropriate remunerations	✓	

