

Job description

Position:	Bereavement Lead Midwife
Division:	Women and Children's Health
Responsible to:	Head of Midwifery
Responsible for:	Band 5 & 6 Midwives in relation to Bereavement Services
Reports to:	Maternity Matron
Salary:	Agenda for Change
Band:	7 Part-Time
Location:	Surrey & Sussex Healthcare NHS Trust
Hours of work:	0.5 WTE
Disclosure required:	Enhanced

Job purpose

- To act as a clinical specialist providing verbal and written information to bereaved families and to support women and their families who have experienced fetal loss.
- To provide support to midwifery and medical staff within the Directorate when caring for women experiencing a loss in pregnancy, stillbirth or early neonatal death.
- To act as an educational resource for medical, nursing and midwifery staff on physical, psychological and administrative aspects of bereavement care. In addition this role is to provide support and training for staff in bereavement related issues.

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
---	--

Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.
--	--

Our objectives

1. **Safe** – Deliver safe, high quality care and improving services which pursue perfection and be in the top 20% of our peers
2. **Effective** – As a teaching hospital deliver effective and improving sustainable clinical services within the local health economy
3. **Caring** – Work with compassion in partnership with patients, staff, families, carers and community partners
4. **Responsive** – To become the secondary care provider of choice for our the people of our community
5. **Well led** – To be a high quality employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model

Main duties and key responsibilities

- To deliver a confidential support and to families following fetal loss and/or childbirth related difficulties.
- To coordinate the Bereavement service offered to newly bereaved parents, liaising with all members of the team to ensure that an efficient and high quality service is provided.
- To give emotional and psychological support to bereaved parents and the staff involved in their care. This support may be initiated during pregnancy, in labour or following the birth/death of the baby.
- Ensure access to services is initiated for those women requesting support and maintained for an appropriate time period. This may entail Home Visiting for some clients who may be distressed at entering the Hospital premises.
- To identify potential risks and assist in the completion of reports following clinical incidents.
- To maintain correct records of all bereaved clients.

- To contribute to multi-disciplinary panels from time to time to look at specific areas of perinatal mortality.
- To plan and evaluate perinatal bereavement clinical care across the unit ensuring that safe and effective holistic evidence based care is provided.
- To identify and disseminate research findings related to perinatal bereavement support and participate in research projects when required.
- To devise and deliver an educational training programme meeting the needs of the multi-disciplinary clinical staff in relation to bereavement issues.
- To participate in audit as required.
- To ensure the bereavement service is based on national recommendations and follows up-to-date evidence

Professional/Clinical Practice

- Be the named lead for bereavement care, ensuring the service is coordinated and well-led.
- Ensure knowledge is evidence based and contemporary.
- Maintain competence in providing midwifery care and bereavement care.
- Develop personal and professional knowledge in obstetrics and specifically pregnancy loss and advanced communications skills by attending relevant study days and courses, by critical self-appraisal, psychological support/ supervision and networking with other health professionals, both locally and nationally.
- Be available to help, work clinically and support the clinical areas within the maternity unit when needed.
- Participate in care planning, taking account of the woman's individual needs and risk factors particularly for vulnerable women.
- Ensure women and their partners are provided with the information necessary for them to make informed decisions about their care.
- Act as an advocate for women
- Ensure practice meets the requirements of a practicing midwife in accordance with the Nursing & Midwifery Council and Code.
- Ensure practice and conduct is guided by Trust policies and guidelines.
- Ensure all records and documentation including any electronic records are accurate, legible and completed in a timely manner.
- Take responsibility for the assessment of care needs, the development, implementation and evaluation of programs of care.

- Participate fully as a team member sharing knowledge and information and supporting colleagues to ensure safeguarding needs of children are maintained.
- Build close liaisons with external agencies such as the Registrar of Birth and Deaths, the Coroner, Local GP's, Hospital Chaplaincy, Local crematorium and cemetery, Funeral directors and Mortuary staff.
- Support running the SaSH pregnancy loss support group
- Provision of a range of follow up services and provide basic support for clients and their families following pregnancy loss.
- Provide expert advice to staff and bereaved parents regarding registration of their babies' birth and death and making funeral arrangements along with ensuring all relevant documentation is appropriately completed.
- Obtain hospital Post-mortem consent in close liaison with senior Clinicians and Pathologists and ensure there are trained consent takers according to the Human Tissue Authority (HTA) regulations.
- Is creative in meeting the needs of the women within the service requirements
- Ability to be flexible and work under pressure

Managerial/Leadership

- Ensures that effective lines of communication are promoted, maintained and monitored in the interests of patient safety and a high standard of care. Communication should support the requirement to function at senior midwifery level
- The ability to recognise the wider needs of the service and participates in ensuring processes are in place to meet those needs
- Participate in Hands on Help rota, to support the operational management of the maternity unit
- To participate in data collection and audit and keep robust statistics in relation to activity
- Able to travel to any site or other location as required
- Ensures that a safe environment is maintained for women, staff and general public at all times.
- Reporting all accidents/incidents to patients, relatives or staff to the Maternity Matron and notifying Risk Management.
- Undertake management investigations and complaints with particular relation to Bereavement



services.

- To be available to give practical help and support to members of staff at all levels.
- To develop, maintain and regularly review fetal loss information packs for women and staff.
- To participate in formulating local policies and guidelines.
- To identify staff training needs within the Service, in collaboration with the Practice Development Midwife, Senior Midwifery Team and the Chaplaincy Team.
- Support the risk team with reporting to MBRRACE when required.
- Is available for staff support and/ or crisis intervention following emotionally traumatic incidents.
- Support completing appraisals and team line management for those working, band 2-6, within the maternity bereavement team. This includes sickness management.
- To act as an effective advocate for the bereaved woman and her partner by using influencing skills at all levels of the organisation to ensure that an individual's care is of the highest possible standard.
- To ensure families know how to access further support such as Child Bereavement Charity and Sands Organisation.
- Required to notify national agencies of stillbirths and neonatal deaths (i.e. MBRRACE, RCOG)
- In partnership with the governance team ensure that benchmarking is undertaken of the relevant guidance to ensure the delivery of services is in line with national standards.
- Work in partnership with the Early Pregnancy Unit.

Governance/Risk

- Ensure there is a safe and clean environment for staff, women, babies and visitors and in the implementation of the unit's Health and Safety at Work policies – dealing with and reporting incidents when they occur
- Participate in the collection of information and statistics for audit
- Ensure that any complaints received from mothers and/or their relatives are dealt with promptly and referred to the appropriate person
- Participate in the formulating of procedures, policies and protocols
- To provide women and their families with information and support, and facilitate communication between them and the multidisciplinary team
- Required to notify national agencies of stillbirths and neonatal deaths (i.e. MBRRACE, RCOG)

- Involvement in the review of data from national reports, implement action plans derived from these as well as being involved in benchmarking reports relating to stillbirths and neonatal deaths
- Ensure that the Trust Prevention and Control policies are adhered to
- Develop and maintain knowledge of risk management and untoward incident reporting policies and procedures. When requested, submit written reports regarding reviews of care provision or untoward incidents and present at Governance or MDT meetings
- To review and develop guidelines relating to Trust / local policy development pertaining to bereavement and fetal loss.

Education & Training/Self Development

- Identify own training and development needs and undertake appropriate training/education as required, supported by regular Achievement Reviews.
- Ensure that professional knowledge is continuously updated and in-service training arranged if necessary.
- Contribute to staff mandatory Training Sessions.
Commit to maintain and update advanced analytical skills and knowledge, underpinned by evidence based practice and theory.
- Participate in the establishment and maintenance of a mentorship and preceptorship system so that learners and newly qualified staff are supported and guided.
- Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
- To maintain the highest standards of personal and professional integrity and conduct at all times.

This job profile is not a definitive or exhaustive list of responsibilities, but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the Achievement Review process.

Information Governance

- All staff must be familiar with and comply with the contents of the Information Governance Handbook, a personal copy will be provided at Induction to all staff.

- All staff are required to maintain confidentiality of patient and trust information as set out in the Trust's Confidentiality Policy.
- All staff are required to read and comply with all policies that are issued relating to the electronic security of Trust information.
- All staff who create, access, transfer, modify sensitive trust records have a responsibility to be both accurate and timely and ensure that all the information that they record either on paper or electronically is complete.

For Clinical Posts

- Ensure 100% compliance with hand hygiene and high impact intervention protocols.
- Demonstrate effective leadership by ensuring all clinical staff, whoever they may be, are aware of their responsibilities in relations to infection prevention and control.
- Be responsible for ensuring the highest possible standards of cleanliness within the ward/clinical area and ensure all staff are familiar with escalation procedures for additional cleaning.

For all posts requiring professional registration

- You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health & Care Professions Council etc).

For all that have line manager or supervisory responsibilities

- You are responsible for managing the staff who report into this position in a fair and non-discriminatory manner. All staff that report to this position must have an appraisal once a year as a minimum.
- You are responsible for ensuring that all staff for which you assume manager or supervisory responsibilities are aware of, and comply with all Trust policies and procedures that relate to electronic security. This will include:
 - Auditing practice against the most recent policy or instruction and adapting work patterns accordingly.
 - Ensuring staff compliance with all security related instructions relating to equipment held.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible

offence and in the case of disclosure of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their

area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding Vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the Medical Director's Office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

SASH+

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SaSH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Measurement codes: A = Application Form, P = Pre-employment Checks, I = Interview, R = References, AC = Assessment Centre, F = Formal Documentation

	Essential Criteria	How Measured	Desirable Criteria	How Measured
--	--------------------	--------------	--------------------	--------------

Education & qualifications	<ul style="list-style-type: none"> • Registered Midwife • Current NMC Registration • Mentorship module/ENB 997 • Safeguarding children training to level 3 • Evidence of on-going education 	A/F	<ul style="list-style-type: none"> • Post Graduate qualifications • Managerial/Leadership qualifications and/or experience • Current driving license • Proven record of change management 	A/F/R
Knowledge & Experience	<ul style="list-style-type: none"> • Significant post-registration experience • Experience in working in all aspects of clinical midwifery • Experience in both hospital and community settings 	A/R	<ul style="list-style-type: none"> • Management of people • Risk management/ root cause analysis 	A/I

Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent clinical skills • Ability to use own initiative 	A/I/F	<ul style="list-style-type: none"> • Experience in clinical audit 	I
	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Leadership skills – calm, positive style • Excellent management skills, ability to manage conflict • IT skills – awareness of data quality issues • Influencing skills • Confident teaching and presentation skills • Ability to initiate change and participate in generating new policies and procedures • Ability to co-ordinate and delegate 			
Personal Attributes	<ul style="list-style-type: none"> • Experience in caring for women and their families who have been bereaved. • Experience in normal midwifery and high risk obstetrics • Knowledge of statutory regulations governing nursing and midwifery. • Knowledge of midwifery issues both strategically and nationally • Practice underpinned by research based evidence and theory • Knowledge and understanding of managerial responsibilities • Knowledge of the NHS governance agenda 	A/I		

Other Factors	<ul style="list-style-type: none"> • Committed to organisation and achieving departmental goals • Ability to co-ordinate and liaise within multidisciplinary team • Ability to achieve deadlines and work under pressure • Enthusiastic and motivated • Adaptable and flexible • Assertive and innovative • Able to manage own stress 	A/I		
----------------------	--	-----	--	--

Agreed by:

Manager: Date:

Print Name:

Post Holder: Date:

Print Name: