

## JOB DESCRIPTION

**POST:** Senior Maternity Support Worker (MSW)

**DEPARTMENT:** Maternity

**BAND:** 3

**HOURS:** 22.50 – 37.50 hours per week

**RESPONSIBLE TO:** Ward Manager

**LIAISES WITH:** Matron

**RESPONSIBLE FOR:** Participating and assisting in the delivery of care to Mothers and Babies in the Antenatal, Intrapartum and postpartum periods.

**WORKBASE:** [Click or tap here to enter text.](#)

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### JOB PURPOSE

- Undertake the role of caring for a group of women and babies through indirect and direct supervision by Registered Midwives so as to aid in the deliverance of all aspects of care in a safe and timely manner.
  - Act as a role model providing coaching and guidance to Trainee and Band 2 MSW as required helping to ensure the efficient and effective running of the ward/department at all times.
  - The post will be rotational with day and night duty through all areas of maternity.
  - Independently plan tasks and workload activities whilst ensuring that their practice is guided by standard operating procedures and established protocols. Their practice will reflect the principles of woman and family centred care. They will demonstrate self-directed development, recognising own limitations, and work within the scope of their role at all times.
  - Prioritise own workload and be responsible for planned care and tasks delegated from a registered practitioner.
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### MAIN DUTIES & RESPONSIBILITIES

#### Clinical Practice

The post holder will:

- Welcome and orientate women/partners and visitors to the ward/department.
- Assist in preparing women's notes, relevant charts, midwifery documentation and identity bracelets prior to, and on admission.
- Undertake clerical duties as directed by the Registered Midwife in relation to all verbal and written communications, ensuring messages and communications are passed to other team members, storage and retrieval of such information.

- Ensure women/babies nutritional needs are met through assisting in the preparation of meals and beverages; provide help and assistance in feeding/drinking/breastfeeding as necessary.
- Provide practical support for mothers with chosen method of infant feeding. Undertake the promotion of breastfeeding, including practical assistance and hand expression of breast milk and support mother and baby following a plan of care delegated by a registered midwife. Report any feeding concerns to the Registered Midwife and In-reach MDT teams.
- Appropriately record and monitor dietary intake of women/babies, informing relevant staff of progress and/or any difficulties relating to dietary/fluid intake.
- Assist women in gaining access to and in the use of appropriate toilet facilities. Measure and record body waste/fluid balance accurately. This includes baby nappy cares, maternal catheter care and basic wound care.
- Independently remove indwelling urethral catheters (following appropriate training).
- Assist women in maintaining their personal hygiene, grooming and dressing needs with specific concern for their religious, cultural and personal preference, ensuring privacy and dignity at all times.
- Assist women in their mobility requirements, help move and position appropriately to maximise their physical comfort.
- Prepare individual women and the environment to ensure effective movement and/or handling procedures.
- When necessary initiate and assist with basic life support cardio-pulmonary resuscitation procedures.
- Perform and record women's vital signs as directed, reporting deviations to the Registered Midwife on duty – Temperature, Blood Pressure, Respiration, oxygen saturation and Pulse. Record findings on electronic Patient Track system in real time.
- Perform and record maternal blood glucose levels – finger pricks, utilising Trust point of care blood glucose monitoring equipment - reporting results to the Registered Midwife on duty.
- Perform and record maternal urine testing - Midstream Specimen, 24hr collection, Dip-Stick - as per Trust policy, obtaining specimens and carrying out expanded scope skills (as per training) relevant to your area reporting deviations to the Registered Midwife on duty.
- Following initial assessment by a midwife and their development of a care plan; undertake routine baby observations in the hospital and community reporting any abnormalities to the midwife (such as feeding, handling and general wellbeing)
- Advise and assist mothers/partners in caring for their newborn baby reporting any findings to the Registered Midwives.
- Recognise and report to a Registered Midwife potential signs of neonatal jaundice.
- At the request of a Registered Midwife, perform and record neonatal blood glucose levels - heel prick, utilising Trust point of care blood glucose monitoring equipment – reporting results to registered midwife on duty
- Where requested by a registered midwife, describe, undertake and document vital signs of the neonate: temperature, respiratory rate, heart rate and oxygen saturation and where appropriate report to a midwife (following appropriate training).
- Perform maternal venepuncture as directed by the Registered Midwife ensuring relevant documentation is countersigned by the same midwife and PPI policy followed.
- Perform additional clinical skills as directed by the registered practitioner (that have been agreed by the Line Manager) where trained and competent to do so.
- Assist in providing conditions to meet the women's need for rest and sleep.
- Chaperone the women as required ensuring appropriate support.
- Actively support and assist in alleviating distress and anxiety of women, families and carers, consistent with their personal beliefs and preferences.
- Prepare and support the discharge home of women and babies following birth.

- Provide health promotion advice to individual women and their families, including smoking cessation, healthy eating, alcohol, infections, SIDS, co-sleeping, antenatal and neonatal screening including BCG, and family planning.
- Engage with women from vulnerable groups (substance abusers, young people, asylum seekers, women with disability and refugees, the socially and economically disadvantaged and those from black and minority ethnic groups) to offer support, advice and encouragement with the birth experience and parenting.
- Ask for, listen and value the views of women and their families about their birth experience, and discuss this with the midwives in order to develop the service in an appropriate, woman-centred manner.
- Support women and their families following the loss or bereavement.
- Promote standards of health and safety in working practice and the workplace, by being responsible for self and others through identifying risks, undertaking work activities in a safe manner.
- Maintain cleanliness in the work environment in line with Trust Health and Safety policies.
- Provide support and guidance to Band 2 MSW, with support from registered midwife.
- Contributes to accurately and appropriately updating patient records as required

## **Management**

The post holder will:

- Be familiar and comply with all Trust Policies and Procedures.
- Adhere to Trust Uniform Policy.
- Adhere to Trust Social Media Policy.
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
- Exhibit professional behaviour and attitude at all times and demonstrate excellent customer care skills.
- Use IT systems for e.g. patient records and data collection, requesting investigations and results as directed by the Registered Midwife and arranging follow up appointments and admissions as required (if applicable to department). This includes making referrals to other departments using order communications e.g. link worker service and community midwifery service.
- Contribute to effective team working, by being fully involved, committed and participating to achieve full potential.
- Attend ward /department meetings.
- Contribute in the supply and maintenance of materials and equipment to ensure the efficient running of the clinical environment.
- Assist with the checking and recording of deliveries to the clinical area, against original orders.
- Ensure stock rotation is undertaken to minimise the risk of equipment becoming out of date.
- Assist in the transfer of materials and equipment as requested, including the maintenance of equipment as appropriate.

## **Education & Development**

The post holder will:

- Recognises and consistently works within boundaries of the role and acquire skills and knowledge to develop competencies in caring for women and their families.
- Maintain responsibility for the identification of own continuing educational needs and development and take part in annual appraisal.

- Maintain competence in Mandatory, Basic Life Support Resuscitation, Moving and Handling, and Fire Education through annual online and face to face attendance of lectures in adherence to Trust Policy.
- Have completed Trust Apprenticeship training programme or have equivalent experience.
- Provide and support a rich learning environment for Band 2 MSW's.
- Participate in audits and improving quality programmes to support the ward manager and team.

## **Key Processes**

The post holder will:

- Independently plan tasks and workload activities whilst ensuring that their practice is guided by standard operating procedures and established protocols.
- Their practice will reflect the principles of woman and family centred care.
- Demonstrate self-directed development, recognising own limitations, and work within the scope of their role at all times.
- Prioritise own workload and may be responsible for planned care and tasks delegated from a registered midwife.
- On a day-by-day basis, be responsible for the delivery of clinical care under the indirect /direct supervision of the Registered Midwife (indirect - where trained to do so).
- Act in a manner to consistently support equality and diversity in all interactions.
- Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the data protection act 1998 and Caldecott principles.

## **INFECTION PREVENTION AND CONTROL**

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control manual. The post holder is also responsible for ensuring that they and all their staff attend mandatory training, including infection prevention and control.

## **HEALTH AND SAFETY**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

## **RISK MANAGEMENT**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

## **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

## **CONFIDENTIALITY AND SECURITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

## **VALUES AND BEHAVIOURS**

The post holder will adhere to the values and behaviours framework, encompassing; care and compassion, treating everyone with dignity and respect. The post holder must extend these values and adhere to the social media policy.

## **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

## **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.**

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

## Person Specification

### Job Title: Senior Maternity Support Worker (Band 3)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<p>Completed the National Care Certificate if relevant</p> <p>Holds a level 3 Vocational Qualification (e.g. NVQ or Apprenticeship) in clinical health care <b>OR</b> able to demonstrate equivalent knowledge, skill and competency to undertake band 3 clinical skills (described in JD)</p> <p>Holds Functional Skills Level 1 Maths and English or education equivalent</p> <p>Worked at a band 2 Nursing Assistant / Maternity Support Worker level or equivalent</p> <p>Workers who are unable to provide evidence of knowledge or unable to demonstrate competency in band 3 clinical skills will be required to undertake the Trust Clinical Support Worker Development Programme as a Band 2 Clinical Support Worker and transition to Band 3 on completion</p>	<p>Speciality specific training and evidence of competencies being achieved and continued development</p>	<p>Certificates</p>
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>Experience working in a maternity setting, undertaking a wide range of clinical commitments.</p> <p>Knowledge of Infection Control &amp; Safeguarding processes</p> <p>Experience of working with the multidisciplinary team.</p> <p>Experience of caring for a group of patients.</p> <p>Experience of dealing with patient/relative complaints as appropriate.</p>	<p>Experience in supporting Quality Improvement audits and research and development activities</p> <p>Experience of working in more than one speciality within a health care environment.</p>	<p>Application form and Interview</p>
<b>SKILLS AND</b>	<p>Taking and recording vital signs and other clinical skill following appropriate training</p>	<p>Expanded scope of skills within maternity or health setting</p>	<p>Application form and Interview</p>

<p><b>ABILITIES</b></p>	<p>and assessment and within scope of job role</p> <p>Good communication skills (written and verbal).</p> <p>Able to work as a team.</p> <p>Able to carry out routine and non-routine tasks.</p> <p>Able to work on own initiative in delivery patient care, following direction by a Registered Midwife.</p> <p>Able to relate well with patients/relatives/visitors/ Colleagues/the multi-disciplinary team and wider Trust staff.</p> <p>Computer skills.</p>	<p>Experience of inducting, coaching and supervising junior staff</p>	
<p><b>ATTRIBUTES</b></p>	<p>Committed to delivering high standards of patient care.</p> <p>Friendly, open, empathetic and compassionate.</p> <p>Professional outlook and positive attitude.</p> <p>Able to meet the flexible needs of the role and duty roster.</p> <p>Honest and trustworthy.</p>		<p>Interview, EHWB apt and references</p>