NHS
University Hospitals of
Derby and Burton
NHS Foundation Trust

Job Description

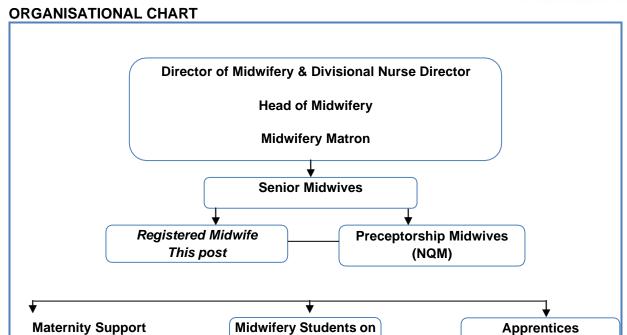| JOB TITLE	Registered Midwife
GRADE	Band 6
REPORTS TO	Senior Midwife
ACCOUNTABLE TO	Matron
DEPARTMENT	Maternity, Gynaecology and GUM
DIVISION	Women and Children's
DATE	February 2023

JOB PURPOSE:

As a registered midwife you will be responsible and accountable for ensuring women, babies and families receive safe, clinically effective, women centred care across the whole continuum of midwifery care. You will lead by example by delivering high quality, effective and compassionate care, whilst developing others, offering support and midwifery advice, manage services, and working flexibly across the service within differing models of maternity care including Continuity of Carer . You will work closely with multidisciplinary teams within the clinical environment to deliver care to women and babies whose needs are complex. You will provide midwifery leadership and are accountable for the women, babies, public and staff experience. This will be in line with local, Trust wide and national policies, procedures, values and behaviours.

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ORGANISATIONAL CHART

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┌─────────────────────────────────────────────────┐
│  Director of Midwifery & Divisional Nurse Director │
│                                                   │
│              Head of Midwifery                    │
│                                                   │
│              Midwifery Matron                     │
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            │     Senior Midwives   │
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    │ Registered Midwife│──│ Preceptorship Midwives│
    │    This post      │  │       (NQM)          │
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Maternity Support Workers	Midwifery Students on placement	Apprentices Volunteers

DIMENSIONS

NA

KEY RELATIONSHIPS

Internal
- Director of Midwifery, Head of Midwifery and Matrons
- Senior Midwives
- Professional Midwifery Advocates
- Specialist midwives
- Obstetric & anaesthetic teams
- Maternity risk & governance teams
- Operations team, flow team and senior nurses
- Lead nurses in infection control, tissue viability, safeguarding, discharge
- Corporate teams including nursing, HR, finance, audit, transformation, facilities management, learning and education & Professional Standards, complaints, patientexperience, governance and risk
- Multi-professional teams including medical, Allied Health Professionals (AHP),pharmacy and Health Care Scientist (HCS)
- Senior management, Business unit and leadership teams
- Business Unit / Divisional Accountants

External
- General Practitioners
- Approved Education Institutions (AEI)
- Care Quality Commission (CQC)
- Health Watch
- Local Maternity and Neonatal System (LMNS)

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- Maternity Voices Partnerships
- Higher Education Institutions
- Health visiting services
- Prison services

KEY RESULT AREAS:

Prioritise people

1. A culture of inclusion, equality and diversity, reflecting the best interests of patients,public and staff is embedded.

2. Complex and changing health and social care activities are coordinated in clinical environments both in community and acute midwifery settings which can be unpredictable across a 24-hour period. Effective assessment, implementation of fundamental midwifery care is delivered and evaluated. Care is women and baby focused and individualised.

3. The ward / department/team philosophy of care reflects the Trust vision, values and objectives and is understood by all the midwifery team members.

4. Is visible and accessible as a leader in maternity services. Is a role model and someone for whom women, staff and public can turn to for assistance, advice and support.

5. Trust policies and procedures are implemented, monitored and adhered to

6. The ward / department team is managed on a day-to-day basis reflecting HR policies and procedures, including staff performance / sickness and absence. Staff will be coached, supported and appropriately signposted to other agencies.

7. Systems and processes are in place for woman to receive high quality midwifery careacross the 24-hour period and clinical staff feel empowered to make their own decisions in the senior midwives absence, reflecting the ward / department team philosophy of care

Practise effectively

8. Delivery of midwifery practice is based on policies, guidelines and evidence base to improve the outcomes and experiences of patients.

9. Expert professional midwifery advice and judgements will be provided to the multi-professional care team in relation to patient care and achieving positive patient outcomes and experiences.

10. Safe, effective high quality care will be delivered with compassion, dignity and respect.

11. Documentation will be accurate, legible and timely relating to current patient recording systems, both written and electronic. Information Governance will be adhered to and action will be taken to address deficits and or escalated appropriately.

12. All available methods of communication will be maximised and networks established within and external to Trust.

13. Will participate in writing reports and will make sense of appropriate evidence data and dashboard metrics to support narrative.

14. Will contribute to ensuring safe staffing through skill mix and concerns will be escalated.

15. Will participate in selection and recruitment of staff which will reflect values based recruitment processes and the Trust HR policy.

16. Will contribute to efficient and effective use of resources.

17. Will support staff retention through promoting the midwifery profession, stretching flexibility, being creative and adaptable in ways of working, while providing safe staffing.

18. Will contribute to change and innovation.

19. Will support Senior Midwife with the care team's well-being will be managed, andstaff will be signposted to appropriate support strategies.

20. Will participate in new initiatives and campaigns to enhance women's outcomes and experiences including the delivery of continuity of care.

21. Will ensure staffing template is consistently updated, and solutions are put in place toaddress deficits; while concerns are escalated.

22. Will support the Senior Midwife to embed the Trust quality strategy and governance in the midwifery clinical area reflecting safe, effective, caring, responsive and well-ledstandards. All staff will engage with the Care Quality Commission (CQC) as appropriate.

23. May shadow Senior Midwife in the midwifery manager on call rota for the trust as part of personal development.

Preserve Safety

24. Cleanliness of the ward / department will reflect the national standards; including PLACE assessment and challenges to poor practices with remedial actions agreed. Concerns will be escalated.

25. Health and safety of patients, the public and staff will be adhered to and actions identified to address deficits or potential harm will take place. Clinical midwifery risks will be reported and investigated according to Trust policy.

26. Security and safety in the clinical environment will be adhered to, reflecting legislation, Trust policy and procedures. Timely actions to address deficits will take place.

27. Will support safe and consistent patient admission, flow and discharge in collaboration with stakeholders, and concerns will be appropriately escalated. Will be responsive to business continuity plan and make adjustments as required.

28. Will participate in inquiries, accidents, incidents, complaints and never events concerning women, babies, public and staff; and will be investigated, ensuring written reports and documentation is completed. Learning from these will be maximised and embedded into the clinical environment.

29. Uses a variety of communication tools, including report writing, to ensure effective communication between professional health and social care teams and external agencies.

30. The midwifery clinical environment will demonstrate a culture of speaking-up, learning, and appropriately acting on concerns. Escalation will be made to senior levels of management.

31. Appropriate referrals are made to safeguarding and they are followed up

32. New digital technology will be embraced and staff supported to maximise their digital literacy skills.

33. Will support the Senior Midwife to ensure midwives in clinical environments will be held to account to be clinically competent, capable and appropriate personal development plans will be put in place and monitored as required.

Promote Professionalism and Trust

34. Good standards of behaviour will be role modelled and the standards and values of the midwifery profession, NMC Code and Trust will be upheld.

35. Will deputise for Senior Midwife (working within own scope of capability and competence of the business unit), providing clinical and operational management advice, including skill mix and safe staffing decisions, and escalates areas of concerns.

36. All students, staff and volunteers will be nurtured, educated, developed and provided with guidance and support. There will be a culture to enable all learners to reach their full potential and progress. Local induction, preceptorship, mandatory / essential to role training will occur timely, and is documented.

37. Own continuing professional development and competence to practice, including ensuring own NMC revalidation is completed. All registered midwives will be monitored to ensure they meet the NMC revalidation requirements. Will act as a NMC revalidation confirmer as required.

38. Will support the development of individual staff and the midwifery team through the use of appraisal and personal development plans. Appropriate delegation of activity will take place. The future midwifery pipeline will be supported through talent spotting and succession planning and developing.

39. Will support an ethos of continuing education is embedded in the midwifery clinical environment and participation in ward modelling, role redesign, transformation,

transaction standardisation of practice and reduction in variation, including benchmarking own ward / department internally and externally.

40. Ward / departmental/team successes, achievements and compliments will be celebrated and disseminated locally / nationally.

41. New ideas, audit, research and development will be initiated to support achievement of the best possible outcomes and experiences for patients, public and staff.

42. Regular attendance will take place at agreed meetings with the matrons, Head of Midwifery, Director of Midwifery, multi-disciplinary team, chief nurse events and otheragencies to ensure effective communication between different staff groups and cascaded to midwifery team.

43. Will create opportunities to engage and keep informed with the chief midwifery officer's (England) national midwifery strategy.

This job description is not exhaustive and is seen as a guideline for the post of Registered Midwife. It may be reviewed and changed in discussion with the postholder.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	**Desirable**
Education, Training and Qualifications CPD Requirements	NMC registration Evidence of ongoing CPD	SSSA trained or previous mentor qualification. PMA training
Experience & Knowledge	Demonstrable experience as a band 6 midwife, including working in acute settings.	Knowledge or experience of working in a Continuity of Carer model
Skills and Ability	Able to support women through complex situations. Able to work in a fast-paced environment. Ability to prioritise workload to ensure clinical needs are met.	Proficient in skills such as cannulation, IVIs, speculums, propess package

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	Deliver high quality care which meets local and national requirements.	
Communications and interpersonal skills	Experience of working in a team environment Has experience of working within an MDT. Has experience of communicating with women and their families.	
Values and Behaviours	Able to demonstrate a compassionate approach to care. Care provided is personalised to the individual. Strive for excellence in everyday care.	
Other requirements		

Person Specification

Communication and relationship skills (include internal/external contacts)

Communicates highly complex condition related, sensitive information to patients, public andstaff. Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills. Understands and overcomes barriers to communication and acceptance. Is able to use coaching skills. Able to provide constructive feedback. Can be diplomatic and escalate appropriately.

Knowledge, training and experience

NMC registration & revalidation requirements. Evidence of completion of midwifery preceptorship programme / development of post registration midwifery skills competencies. Evidence of management / leadership skills gained through theoretical knowledge and or experience. Specific knowledge of the clinical area / speciality. Evidence of degree / working towards higher degree or equivalent experience. Experience of mentoring, supporting, coaching and developing staff. Understanding of learner assessment strategies and healthcare students curricula's. Evidence of teaching. IT Literate. Meets mandatory and essential to role requirements.

Analytical and judgemental skills

Ability to identify and solve problems, seek advice / identify solutions. Prioritises problems, assesses associated risks and takes appropriate action in ward / department.

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Planning and organisational skills

Manages the clinical workload, prioritising and re-prioritising as necessary and ensuring the work of students and of the team members are planned and adjusted according to changing clinical situations. Plans and adjusts staff rotas/ E-roster reflecting adjustments made due to skill mix and safe staffing.

Physical skills

Developed physical skills to ensure accuracy and dexterity required for clinical procedures. Standard key board skills Car driver /access to car

Responsibilities for patient / client care

Assess, develops, plans, implements and evaluates individual or specialist programmes / package of care based on evidence base. Provides midwifery expert advice and support within area of clinical practice and professional midwifery issues. Delivery high quality care which meets local and national requirements.

Responsibilities for policy and service development

Follows national, Trust policies and procedures and evidence base and ensures other members of staff do likewise. Develops policies/procedures for defined clinical area Takes the lead for implementing some policies/procedures and influences changes to practice/ procedures where necessary. Contributes to policy or service changes which impact beyond own area of activity. Participates in and leads and facilitate change. Contributes to standardisation and reduce variation.

Responsibilities for financial and physical resources

Contributes to taking responsibility for effective management of resources and safe use of equipment. Ensures maintenance of equipment and takes responsibility for the appropriate safe handling and storage of patient's personal possessions.

Responsibilities for human resources

Manages the defined clinical area. Line Manager for staff within the defined clinical area. Supports undertaking of appraisals, staff development needs are identified and confirmers are in place to support NMC revalidation. Follows management of HR policies, including management of performance & sickness /absences. Participating / chairs panels in the recruitment and selection of staff. Acts as a mentor / preceptor / clinical supervisor and coach to staff.

Responsibilities for information resources

Accurately maintains patient/staff records, maintains contemporaneous records. Adheres to Information Governance standards.

Responsibilities for research and development

Participates in audits and research within own clinical area. Uses the results of audit, research, dash-board metrics to inform own and others clinical practice.

Freedom to act

Registered Midwife working flexibly across all maternity clinical areas. Utilises autonomy in midwifery practice and demonstrates discretion to act within broad occupational policies, reflecting Trust vision, values and objectives. Work is managed rather than supervised. Deputises for Senior Midwife on agreed occasions.

Physical effort

Physically able to perform the full range of midwifery care duties. Will be required to work across the maternity service at all sites. May be required to attend other areas /sites for events / meetings and when providing business unit cover/ deputising.

Mental effort

Frequent concentration required in routine and in unpredictable work situations.

Emotional effort

Deal with distressing and emotional circumstances relating to patients, public and staff.

Working conditions

Works in an environment where there is exposure to unpleasant working conditions and hazards.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		**Date**	
Signed: (Line Manager)		**Date**	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:

Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.

Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**

Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

P Putting our patients & our communities first

R Right first time

I Invest our resources wisely

D Develop & nurture our colleagues

E Ensure improvement through effective partnerships

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:
- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered
to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".