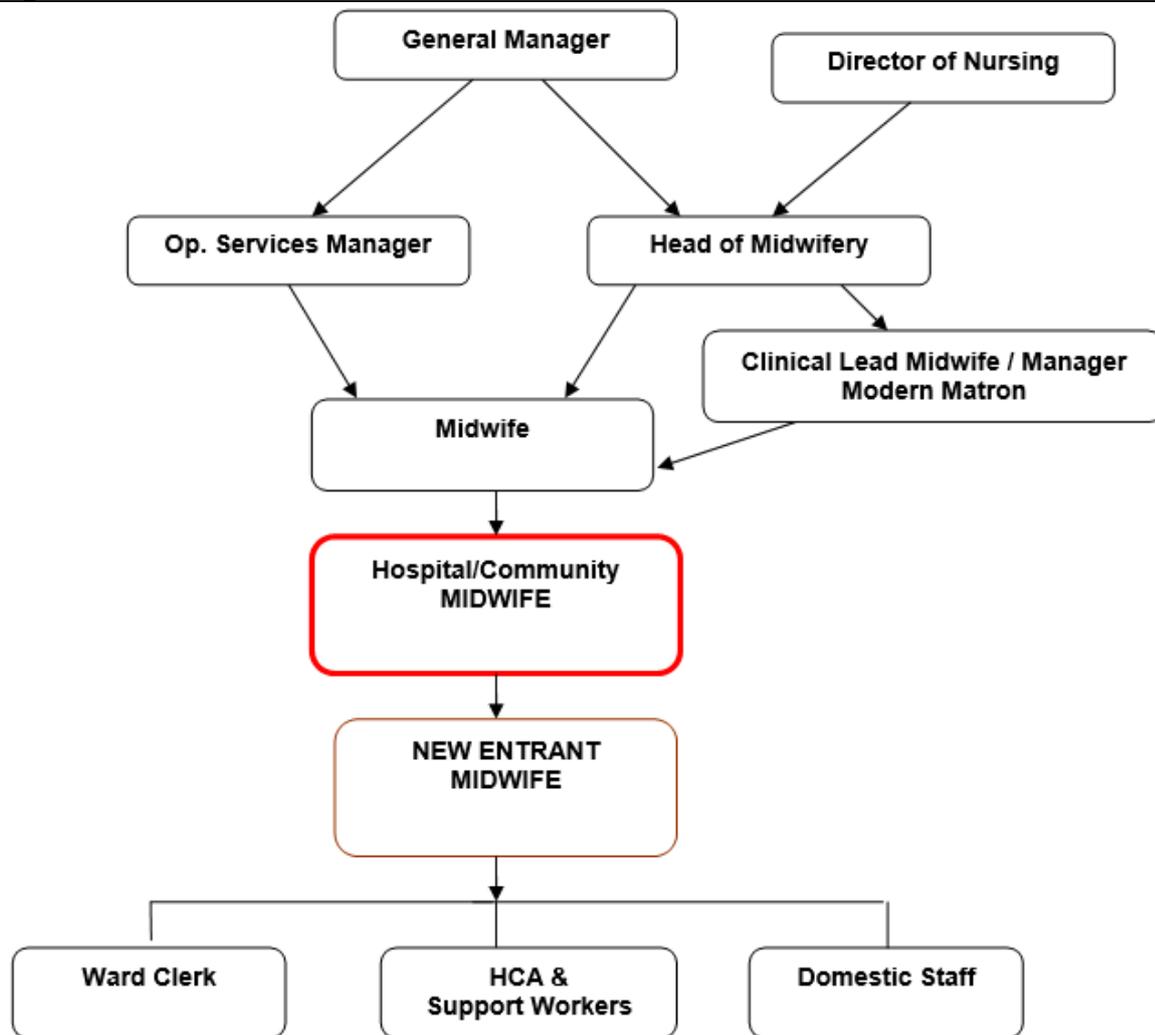


## Job Description

<b>Job Details</b>	
Job Title:	Hospital/Community Midwife
Business Unit:	Obstetrics & Gynecology
Department/Ward:	Maternity
Location:	Trustwide
Pay Band:	Band 6
CAJE No:	NUR1027
<b>Main Purpose of the Job</b>	
<ul style="list-style-type: none"> <li>• To assume responsibility for the devolved management of a ward/unit/caseload including the assessment of care needs, the implementation of evidence based programme of care in the absence of the Band 7 Midwife</li> <li>• To supervise, support and educate junior members of the team</li> <li>• To exercise accountability as set out in the NMC Midwives Rules and Standards</li> <li>• To be responsible for all midwifery care standards and to maintain high clinical standards</li> <li>• To participate in on-call hospital/community rota</li> <li>• To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries.</li> </ul>	
<b>Dimensions</b>	
<ul style="list-style-type: none"> <li>• To provide midwifery care to either women in labour or a caseload of patients and to provide verbal and written handovers to midwifery colleagues and the multi disciplinary team</li> <li>• Support the Band 7 Midwife in the organisation of care</li> <li>• To provide midwifery care to an advanced level</li> </ul>	

**Organisational Chart**



**1. Communications and Relationships**

- To ensure effective communication has been established with parents, their families and all members of the multidisciplinary team to ensure high quality care.
- Initiate verbal and written reports to colleagues, carers and patients.
- Ability to use developed interpersonal communication skills when appropriate, i.e. assisting parents following a stillborn baby. Use of empathy is essential.
- Provide and receive routine information requiring tact, motivational negotiation and persuasive skills, or with barriers to understanding, e.g. give information to women about the service or planned intervention, offering appropriate support.
- To communicate with external agencies as required and reassurance including neighbouring trusts and social services.
- Exposed to frequently distressing or emotional circumstances ie infant deaths, pregnancy loss, child protection issues.
- Must be able to demonstrate the English language proficiency level required for this post

## **2. Knowledge, Skills, Training and Experience**

### **Essential**

- 1st Level live NMC Registered Midwife
- Registered mentor. Mentorship Qualification or relevant equivalent qualification. (essential requirement or must be gained within 12 months of appointment)
- Diploma or degree or equivalent relevant experience
- Be able to demonstrate recent experience and have the requisite level of competencies at Band 6
- Thorough understanding of contemporary midwifery issues
- Evidence of change management in ward/dept area
- Evidence of practice development
- Evidence of qualification to undertake the supervision, teaching and assessing of students (essential qualification or must be gained within 12 months of appointment)
- Experience of co-ordinating a team
- Thorough understanding of expanded knowledge of primary care roles/professional practice issues
- Excellent interpersonal skills
- Mentorship skills
- Ensuring the delivery of 'Compassion in Practice' - Nursing, Midwifery and Care Staff Vision and Strategy, incorporating the 6C's.
- Extended scope or practice
- Skills i.e. Chief Nursing Officers 10 Key Roles
- Able to manage a ward/dept in absence of ward/dept manager
- Able to manage a ward/dept area for long periods of time in absence of Ward Manager/Senior Midwife
- Counselling & appraisal skills
- Practical skills required include: phlebotomy, episiotomy, suturing and IV cannulation
- Level 1 Child Protection
- To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development
- To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients
- To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients
- Accountability for the leadership of post holders staff / teams / departments
- It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role.

### **Desirable**

- Leadership Course
- Management Course
- Examination of newborn babies or working towards
- Basic understanding of financial management
- Evidence of innovation in practice
- Leadership skills
- Basic IT skills
- Knowledge of or experience in coaching and mentoring practice and tools
- Knowledge of or experience in Quality improvement tools, techniques and methods

<p><b>3. Analytical Skills</b></p> <ul style="list-style-type: none"> <li>• Deals with complex facts and situations requiring analysis, interpretation comparison of a range of options.</li> <li>• Judgements on a range of complex midwifery practice issues including child protection, works autonomously as a lead practitioner.</li> </ul>
<p><b>4. Planning &amp; Organisational Skills</b></p> <ul style="list-style-type: none"> <li>• Plans and organises own workload</li> </ul>
<p><b>5. Physical Skills</b></p> <ul style="list-style-type: none"> <li>• Highly developed physical skills high level of precision required for palpation, suturing and deliveries.</li> <li>• Standard Driving Skills</li> </ul>
<p><b>6. Patient/Client care</b></p> <ul style="list-style-type: none"> <li>• To assess, plan, implement and evaluate programmes of care in partnership with the woman and the multidisciplinary team</li> <li>• To promote health with all women and carers</li> <li>• To take responsibility on a regular basis for the organisation and co-ordination of midwifery services in the absence of Band 7 midwife.</li> <li>• To deliver governance standards in line with the CNST Maternity Standards, 'Essence of Care Standards' and the Trust's Governance framework</li> <li>• To respond to enquiries from relatives and carers, deal with concerns and refer to senior midwife if necessary, in order to improve the patients experience</li> <li>• To extend the nursing role to include the Chief Nursing Officers 10 Key Roles</li> <li>• Be responsible for assessing and recognizing deviations from normal midwifery, ability to interpret information and take appropriate action.</li> <li>• Be responsible for providing direct advice via telephone</li> <li>• Advise and give professional advice to parents throughout the pregnancy, labour and puerperium.</li> <li>• Requiring specialised knowledge when dealing with Child Protection issues and be able to co-ordinate multi-disciplinary care teams appropriately.</li> </ul>

<p><b>7. Policy &amp; Service Development</b></p> <ul style="list-style-type: none"> <li>• Risk Management – To deliver the quality standards and targets outlined in the Trust’s Risk Management Strategy and local operational policies</li> <li>• Health &amp; Safety –To take reasonable care for their own health &amp; safety, and that of others who may be affected by their activities; to co-operate within the Trust by complying with all health &amp; safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety</li> <li>• Patient, Carer &amp; Public involvement - To the principles of patient, carer and public involvement in their work area, in line with Section 11 of the Health and Social Care Act 2001 and the Trust’s strategy for Patient, Carer &amp; Public Involvement; to ensure that patients are the focus of everything they do and follow good practice shared in line with the Trust’s policies and procedures, such as learning from complaints and concerns.</li> <li>• Contribute to the team discussion making on proposed and planned changes affecting clinical care</li> <li>• With the Ward Band 7 Midwife ensure the implementation of Trust Policies within the Team</li> <li>• With the Band 7 Midwife advise on the development and implementation of new policies of developments within the ward area, specifically with regard to the effect on patient care</li> </ul>
<p><b>8. Financial &amp; Physical Resources</b></p> <ul style="list-style-type: none"> <li>• To utilise resources effectively using evidence based and best practice</li> <li>• Report the failure or mechanical problems of any items of equipment in line with the Medical Devices Policy</li> <li>• Order stock and non stock items including medicines in line with Trust guidance</li> <li>• In the absence of the Band 7 Midwife when altering duty rotas in periods of short term absences, consider skill mix changes and additional temporary staffing cover</li> <li>• With the support of the Band 7 Midwife understand and be able to account for pay and non pay budgets</li> </ul>
<p><b>9. Human Resources</b></p> <ul style="list-style-type: none"> <li>• In line with the NMC Code of Conduct take part in the wards training and education programme</li> <li>• To support education, training and supervision programmes for junior members of staff</li> <li>• Act as a mentor to pre registration and post registration midwifery students /medical students</li> <li>• To conduct appraisals</li> <li>• To be involved in recruitment and selection processes</li> <li>• Demonstrates own activities to new or less experienced midwives</li> </ul>

<p><b>10. Information Resources</b></p> <ul style="list-style-type: none"> <li>• To ensure that all necessary information on patient activity is correctly recorded and submitted centrally</li> <li>• To enter birth notifications on the National Computer Data System Numbers for Babies</li> <li>• To participate in ad-hoc and regular systems for data collection.</li> <li>• You will be expected to have basic functional skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)</li> </ul>
<p><b>11. Research &amp; Development</b></p> <ul style="list-style-type: none"> <li>• To participate in research and audit projects, implementing findings to improve patient care</li> </ul>
<p><b>12. Freedom to Act</b></p> <ul style="list-style-type: none"> <li>• To maintain ones own high professional standards and discuss opportunities to develop clinical practice with the line manager</li> <li>• Alert the Band 7 Midwife / Operational Manager of any untoward situation</li> <li>• To liaise indirectly with senior medical staff via Band 7 Midwife if deemed necessary</li> <li>• To alert all external agencies and multidisciplinary agency teams and initiate action on all issues or concerns surrounding child protection and domestic violence.</li> <li>• To take personal and professional responsibility for achieving agreed objectives identified through the annual appraisal process.</li> </ul>

## **Standards**

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

**Risk Management** - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies

### **Infection Control:**

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role

### **Health and Safety:**

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

### **Patient, Carer & Public Involvement:**

Managers have a duty to ensure that the principals of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everything we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns.

### **Safeguarding:**

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

### **Environment and Sustainability:**

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

## Appendix 1

**NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.**

### Effort and Environment:

#### Physical

- *Assisting moving & handling patients*
- *Adopting positions to facilitate safe delivery of babies*
- *Adopting positions to support breastfeeding*
- *Shift working / on-call*
- *Sitting in a restricted position for periods of time*
- *Periods of standing or walking*

#### Mental

- *Verbal & written reports to colleagues, carers and patients*
- *Communicate with patients and the MDT*
- *Initiate and process care pathways when Child Protection/Domestic Violence issues are identified*
- *Required to concentrate for periods of time, frequently where work pattern is unpredictable.*
- *Providing care to patients in a safe environment when staffing problems occur.*

#### Emotional

- *Occasional exposure to highly emotional circumstances.*
- *To provide care and emotional support when a baby is ill or dies*
- *Provide emotional support to anxious parents.*
- *Handling verbal complaints in a sensitive manner.*
- *Provide emotional support to clients in a highly distressed state e.g. labour pain.*

#### Working Conditions

- *Frequent exposure to unpleasant working conditions*
- *Exposure to foul linen*
- *Exposure to body fluids*

Appendix 2

Grid

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*	✓	
2.	Manual Handling Operations	✓	
3.	Dust, Dirt, Smells	✓	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)	✓	
5.	Patient Contact	✓	
6.	Babies/Children Contact	✓	
7.	Food handling / Preparation	✓	
8.	Driving	✓	
9.	Fork Lift Truck Driving		✓
10.	User of Display Screen Equipment	✓	
11.	Noise	✓	
12.	Infestation	✓	
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	✓	
14.	Excessive Cold		✓
15.	Excessive Heat		✓
16.	Inclement weather		✓
17.	Radiation	✓	
18.	Laser Use	✓	
19.	Heights over 2 metres		✓
20.	Confined Spaces	✓	
21.	Vibration i.e. Power Tools		✓
22.	Using machinery with moving/exposed parts		✓
23.	Shift work	✓	
24.	Use of latex products	✓	
25.	Physical violence / aggression	✓	
26.	Employment of young people	✓	
27.	Any other hazards please specify		
28.	<b>Other</b>		

If any hazard is identified above please give details below.

\*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.



### Person Specification

Job Title:	Hospital/Community Midwife	
Department:	Maternity	
Location:	Trustwide	
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Registration</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Level live NMC Registered Midwife</li> <li>• Registered mentor. Mentorship Qualification or relevant equivalent qualification. (essential requirement or must be gained within 12 months of appointment)</li> <li>• Diploma or degree or equivalent relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Course</li> <li>• Management Course</li> <li>• Examination of newborn babies or working towards</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Be able to demonstrate recent experience</li> <li>• and have the requisite level of competencies at Band 6</li> <li>• Thorough understanding of contemporary midwifery issues</li> <li>• Evidence of change management in ward/dept area</li> <li>• Evidence of practice development</li> <li>• Experience of co-ordinating a team</li> <li>• Thorough understanding of expanded knowledge of primary care roles/professional practice issues</li> </ul>	<ul style="list-style-type: none"> <li>• Basic understanding of financial management</li> <li>• Evidence of innovation in practice</li> <li>• Knowledge of or experience in coaching and mentoring practices and tools</li> <li>• Knowledge of or experience in Quality improvement tools, techniques and methods</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Mentorship skills</li> <li>• Extended scope or practice</li> <li>• Skills i.e. Chief Nursing Officers 10 Key Roles</li> <li>• Able to manage a ward/dept in absence of ward/dept manager</li> <li>• Able to manage a ward/dept area for long periods of time in absence of Ward Manager/Senior Midwife</li> <li>• Counselling &amp; appraisal skills</li> <li>• Practical skills required include: phlebotomy, episiotomy, suturing and IV cannulation</li> <li>• Level 1 Child Protection</li> <li>• Must be able to demonstrate the English language proficiency level required for this post</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Basic IT skills</li> </ul>

<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate with staff at all levels</li> <li>• Ability to communicate with MDT</li> <li>• Ability to work as member of a team</li> <li>• High level of personal motivation</li> <li>• Learning agility and commitment to self-development</li> </ul>	
<p><b>Other requirements</b></p>	<ul style="list-style-type: none"> <li>• Must be willing to work flexible hours</li> <li>• Must be flexible to meet the needs of the service</li> <li>• It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role</li> <li>• On-call commitment</li> </ul>	