

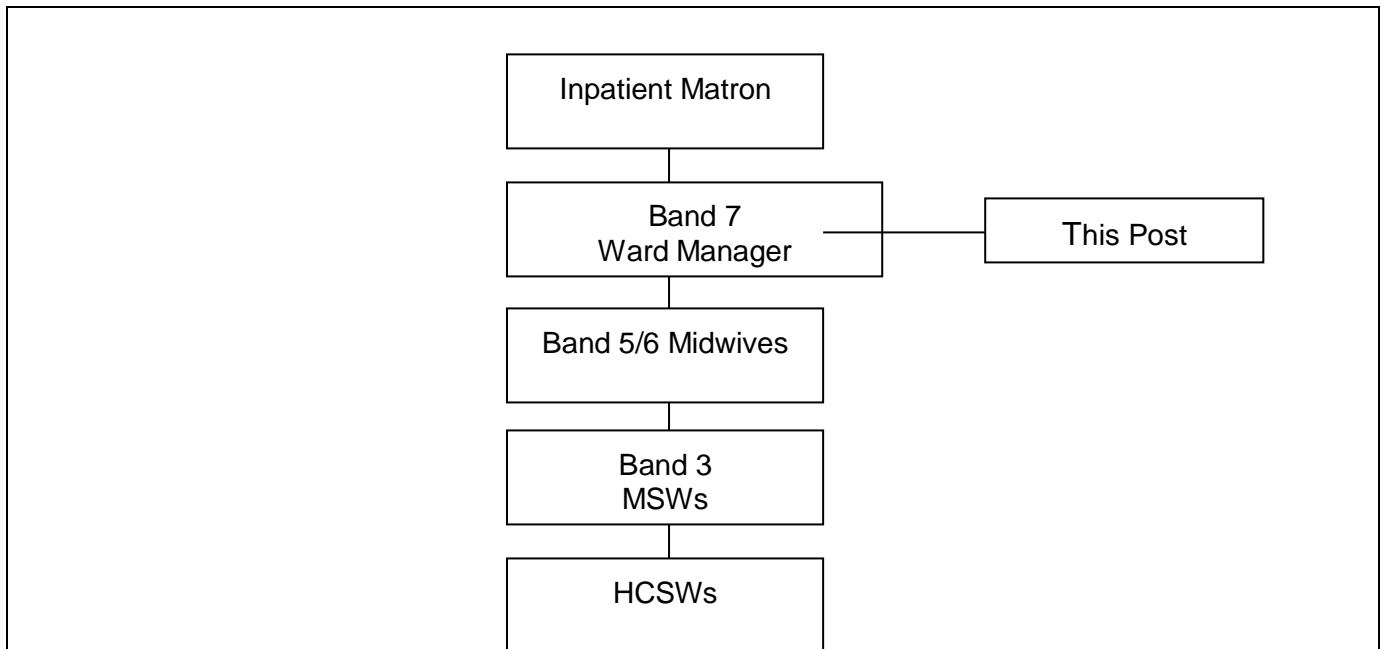
## Job Description

1. Job Details	
<b>Job title:</b>	Antenatal/Postnatal Ward Manager
<b>Current Job grade:</b>	7
<b>Reports to (Title):</b>	Matron
<b>CMT:</b>	Family Health
<b>Department/Ward:</b>	AN/PN Ward
<b>Location/Site:</b>	Pilgrim Hospital

2. Job Purpose
<ol style="list-style-type: none"> <li>1. To provide high quality midwifery care and continued responsibility for the management of a 15 bedded AN/PN Ward</li> <li>2. To provide direction and leadership to the midwifery team.</li> <li>3. To drive , lead and implement effective change</li> <li>4. Establish and maintain effective professional networking relationships with the multi-professional team across ULHT.</li> <li>5. Work closely with the whole maternity team to support the drive to achieve the Maternity Safety agenda.</li> <li>6. To take operational responsibility for the effective utilisation of all appropriate resources.</li> <li>7. To work closely with the whole Maternity Services across both sites.</li> <li>8. Act as an expert clinical practitioner, providing an excellent quality of care to patients and service users, both personally and through the team. Be an effective leader and role model, with an emphasis to ensure that women and users are involved in their care, are able to feedback and see improvements made as a result.</li> <li>9. Provide a supportive environment for all students and learners on placement</li> <li>10. To participate in the Manager on Call rota for Maternity Services at ULHT.</li> </ol>



### 3. Organisation Chart



### 4. Duties



#### **4.1 Clinical**

- Maintain a clinically safe environment and ensure robust monitoring procedures are in place
- Use Professional expertise and research based knowledge to provide direction and guidance in planning of individual patient care.
- Contribute to the development and advancement of specialist clinical practice.
- Work alongside medical and midwifery teams to ensure optimal patient care and management.
- Take responsibility for the initiation of clinical audit and bench marking activities within the unit and the wider health care environment.
- Be responsible for ensuring day to day effective and efficient management of the undertaking cost containment strategies where appropriate.
- To be proactive in the risk assessment, management and clinical incident reporting and management of complaints.
- To facilitate communication regarding shared experiences of care that will benefit the needs and experiences of women and their families.
- Use leadership and team building skills to promote effective teamwork.
- Recognise ethical dilemmas related to patient care and where required act as a patient advocate.
- Demonstrate critical thinking, problem solving and decision making skills to prioritise workload.

#### **4.2 Managerial**

- To act as an accountable role model through the provision of professional leadership and demonstration of competent practice.
- Ensure effective and efficient utilisation of resources within the Ward. To be responsible for the day-to-day management of expenditure for the area, undertaking cost containment strategies where appropriate.
- Demonstrate effective leadership abilities to inspire, enable and support the midwifery team.
- Be responsible for conducting staff development reviews, developing action plans, and ensuring training and development needs of the individual, and the unit are addressed and training undertaken.
- Take responsibility for the recruitment and selection of staff and support measures which promote staff retention.
- Work collaboratively within the Maternity Unit and site to ensure the service plan accounts for the women and service need.
- Ensure adherence to ULHT policies and guidelines.
- Take responsibility for monitoring staff sickness, annual leave and absences.
- To deputise for the Matron for Maternity Inpatients when required.
- Produce information as required for performance management reports.
- Monitor effective professional registration practices through the NMC.
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- Function as a practising midwife in accordance with the NMC's Rules, Code of Practice and Scope of Professional Practice.

#### **4.3 Education**

- Promote an environment that encourages learning and sustains the personal and professional development of the staff.
- Act as an expert resource for staff requiring knowledge and skills.
- Contribute to the ongoing development and implementation of educational programmes within the Maternity setting
- Seek to maintain and demonstrate clinical and professional knowledge.
- Act as a mentor to junior midwives and staff to meet the requirements for revalidation.
- Contribute to the development and advancement of specialist research and evidence based practice.

#### **4.4 Service Development**

- To share and promote best practice across the trust.
- To work with other senior teams to develop operational and organisational structures.
- Take responsibility for the recruitment and selection of staff and support measure which promotes staff retention.
- Work collaboratively with the management teams to ensure that the service plan accounts for the needs of the women and their families.

#### **4.5 Research and Development**

- Take responsibility for the development of clinical guidelines, protocols, and care pathways to optimise patient care and management.
- Contribute to the Midwifery clinical governance strategy, developing standards and participating in research and audit within the service.
- Share research findings within the unit/site/trust.
- Contribute to the development and advancement of specialist research and evidence based practice.
- Contribute to ongoing development and progression of knowledge within the speciality.
- Take responsibility for the initiation of clinical audit and benchmarking activities



## 5. Physical and Mental Skills

### Knowledge and Experience

- Midwife, with experience in all areas of midwifery.
  - Evidence of further professional development.
  - Competent in teaching clinical practice.
  - Excellent interpersonal and communication skills, both written and verbal.
  - Effective leadership and management skills.
  - Ability to organise, prioritise own workload and that of others.
  - Counselling skills.
  - Negotiating skills.
  - Commitment to team working.
- The ability to lead and manage change.
  - Ability to work effectively within clinical protocols and guidelines □ Effectively and safely coordinate the ward during clinical shifts.

### Skills

- Advanced clinical assessment skills
- Ability to translate complex information
- Ability to plan and prioritise workload
- Excellent interpersonal and team leadership skills
- Effective change management skills
- Motivational skills
- Highly developed interpersonal skills
- Good IT skills
- Skilled in assessing the training and educational requirements of the team □ Excellent communication and negotiation skills

### Behaviour

- Flexible, adaptable and able to prioritise and manage change
- Able to work on own initiative
- Assertive and confident
- Effective role modelling, understand the complexity of role modelling behaviour
- Positive and enthusiastic, demonstrates a “can do” attitude

## 6. Responsibilities of the Post Holder

- To provide senior midwifery leadership, ensuring the highest standard of clinical care, supported by evidence based information.
- To practice as a highly skilled and credible ward sister.
- To ensure effective collaboration and liaison with professional colleagues to support multi-professional education and training
- To develop care pathways, clinical guidelines and protocols to facilitate best practice.
- Identify and lead effective change management strategies within the AN/PN Ward.
- Ensure the efficient and effective utilisation of resources within the clinical environment.
- Optimise individual and team performance.
- Take a lead role in the co-ordination and collaboration of audit and other organisational projects.
- To ensure effective integration of health care policy and developments.
- United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.
- The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote,

supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

- United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.
- All staff are required to advocate, champion and demonstrate the below values and behaviours

<b>Patient centred</b>	I am fully committed to providing the very highest standards of care to our patients
<b>Safety</b>	I do everything I can to keep my patients and my colleagues safe
	I keep my environment clean and tidy
	I recognise when something is going wrong and I have the courage to do something about it
<b>Compassio</b>	I show a genuine concern for my patients and my colleagues



<b>n</b>	I communicate well with others, listening and showing an interest in what they have to say
	I am positive, approachable and friendly
<b>Respect</b>	I treat my patients and my colleagues with dignity and respect
	I work openly and honestly as part of an effective team
	I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
<b>Excellence</b>	I will always go the extra mile and improve things for my patients and my colleagues
	I am competent to carry out my role and committed to my personal and professional development
	I will share good ideas and best practice and encourage my team members to do so too

## 7. Freedom to Act

The role requires an ability to work as a member of the team within appropriate policies, procedures and guidelines. Protocols and care pathways.

## 8. Physical, Mental and Emotional Effort Required

### Physical Effort

There is frequent requirement to exert moderate physical effort for several periods during a shift.

The day to day operational element of the role means the post holder must be able to prioritise own workload, deal with the needs of others and an ability to be assertive with own and others time.

### Emotional Effort

The role requires frequent exposure to distressing and emotional circumstances, and occasional exposure to highly distressing or emotional circumstances

### Mental Effort

There is frequent requirement for prolonged concentration



## 9. Outline of Working Conditions

Works in an area, which complies with the Trust health and safety policy.  
There is frequent exposure to highly unpleasant working conditions, such as body fluids.  
May be exposed to violent and aggressive patients and members of the public.



## Person Specification

### Post of Maternity Ward Sister

Job Related Criteria	Essential	How Identified	Desirable	How Identified
<b>Qualifications</b> (Academic, Professional & Vocational)	<input type="checkbox"/> Registered Midwife <input type="checkbox"/> Post Registration Diploma or working towards a midwifery degree <input type="checkbox"/> Evidence of further professional development	Application Form	<input type="checkbox"/> Degree or equivalent <input type="checkbox"/> Management course	Application Form
<b>Previous Experience</b> (Nature & Level)	<input type="checkbox"/> Experience in all areas of Midwifery. <input type="checkbox"/> Evidence of ability to teach in a variety of settings <input type="checkbox"/> Proven leadership and managerial capabilities	Application Form	<input type="checkbox"/> Involvement in clinical audit and participate in standard setting <input type="checkbox"/> Experience coordinating a Labour ward. <input type="checkbox"/> Change Management Experience	Application Form
<b>Evidence of Particular:</b> - Knowledge - Skills - Aptitudes	<input type="checkbox"/> Advance level of knowledge relating to Maternity <input type="checkbox"/> Previous experience in the setting or developing a role/service. Ability to take a leading role in initiating action <input type="checkbox"/>	Application Form and Interview	<input type="checkbox"/> Computer/keyboard skills <input type="checkbox"/> Experience of Data Analysis	Application Form and interview

	Effective leadership and management skills			
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent interpersonal skills</li> <li><input type="checkbox"/> Good presentation skills</li> <li><input type="checkbox"/> Ability to organise and prioritise</li> <li><input type="checkbox"/> Counselling skills</li> <li><input type="checkbox"/> The ability to manage change</li> <li><input type="checkbox"/> Demonstrate ability to influence and to motivate the clinical practice of others</li> <li><input type="checkbox"/> Ability to demonstrate a flexible approach to the provision of holistic, clinically effective care</li> </ul>			
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	<input type="checkbox"/> Ability to evidence/demonstrate key values and behaviours in line with the Trust framework: <ul style="list-style-type: none"> <li>○ Patient Centred</li> <li>○ Safety</li> <li>○ Compassion</li> <li>○ Respect</li> <li>○ Excellence</li> </ul>			
<b>Specific Requirements</b>	<input type="checkbox"/> Able to work on own initiative <input type="checkbox"/> Commitment to multidisciplinary working <input type="checkbox"/> Committed to own professional development	Application Form and Interview		



**OUTSTANDING CARE**  
*personally* DELIVERED



**United Lincolnshire  
Hospitals**  
NHS Trust

### **Job Description Agreement**

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

**Signature**

**Date**

**Job Holder:**

**Line Manager:**



**OUTSTANDING CARE**  
*personally* DELIVERED

