

Preceptorship Midwife



Job Title:	Preceptorship Midwife	<i>HR use only</i> Job Reference Number
Report to:	Clinical Lead Band 7	
Accountable to:	DOM / NMC	

OUR VALUES
care



Compassion



Accountable



Respect



Everyone counts

Job description

Job purpose

- Working under the guidance and support of an experienced practitioner, develop and consolidate the ability to ensure standards of practice and support a safe, quality service, within available resources that aims to meet the needs of the women and birthing people and their families in achieving the outcome they believe is excellent for their circumstances, referring to other professionals and outside agencies as appropriate.

Main Duties and Responsibilities

- Provide Antenatal, intrapartum and Postnatal Care to Women and birthing people
- Provide Inpatient Care
- Participate in Developmental Activities/Preceptorship
- Work Autonomously within Guidelines and sphere of Professional Practice

Job statement

- A newly qualified midwife who is able to work autonomously in the provision of care during the childbirth continuum.
- Interacts with medical staff and other members of the multi-disciplinary team to promote safe outcomes for the service user.
- To be responsible for the assessment, planning and implementation of evaluation of midwifery care needs of the individual in hospital and community settings
- Rotational within the Maternity department and community setting as service needs require.
- Participate in preceptorship programme, working towards achieving competencies/proficiencies and gaining experiences in order to develop key additional competencies to progress within midwifery.
- Engage and participate in quality improvement projects.

Organisation chart



Communication and relationships

- Responsible for the assessment and planning of the midwifery care needs of service users in the hospital and community environment.
- Daily liaison - via telephone, email or in person with members of the multidisciplinary team - midwifery, medical, neonatal, and pathology within the primary care setting – General Practitioners, Health Visitor, Practice Nurses, Social workers to co-ordinate care for patient during pregnancy through to the post natal period
- Frequently attending to service users who have limited or no English – arranging interpreting services to assist with communication.
- Provide telephone or personal advice to service users who have concerns about their pregnancy, care or the services available.
- Receive telephone calls from GP's, laboratory staff or other health workers regarding concerns or risk to client or unborn child's health – make appropriate referrals to Primary or Secondary care practitioners.
- Input data onto the Maternity Information Systems, ensuring information is prompt, correct and outcomes updated.
- Utilise hospital information technology systems to obtain patient information or test results.

Analysis and Judgement

- To identify and use the most effective means of communication, appropriate to the situation and individuals involved. This frequently involves contentious issues of a

sensitive nature. These include daily involvement with child protection issues, as well as frequent involvement with termination of pregnancy for fetal abnormalities, miscarriage and occasionally still births.

Planning and organising

- To provide telephone or direct advice on maternity and midwifery care to service users and professionals when necessary, and act as a resource for staff.
- To admit, transfer and discharge women, birthing people, and babies at own discretion, providing appropriate follow up as necessary
- To take responsibility for correct usage of equipment, e.g. Glucometer, resuscitation equipment, Cardiotocograph machines. To ensure all are checked daily and any faults are reported and followed up immediately to the appropriate personnel.
- To order and check drugs, ensuring they are in date. Check availability of other supplies. Ensure stock levels are maintained.
- Facilitate Parent Education Classes for expectant mothers, birthing people and their partners.

Patient and client care

- To provide the full range of midwifery support, and care, which includes antenatal, one to one care in labour and postnatal care. Liaising with midwifery colleagues, obstetric consultants, and other relevant members of the multi-professional team when appropriate
- To become proficient in the full range of midwifery skills, including: venepuncture, perineal suturing, intravenous drug administration, maternal and neonatal resuscitation, care of regional anaesthesia, advice, and support with infant feeding.
- To assist the medical staff with medical procedures when required
- Participate in instrumental deliveries and assisting at operative deliveries
- Caring for service users with medical complications who require increased dependency on health professionals during the antenatal, intrapartum and postnatal period
- To provide midwifery expertise and advice, working as an autonomous practitioner accountable to the senior midwife
- Adhering at all times to Trust policy and comply with universal precautions during daily exposure to bodily fluids in areas where the risk of cross-infection is high
- Act promptly when emergencies occur – escalating to midwife in charge and the multi disciplinary team.
- Frequently work in a high stress environment, respond appropriately when disruptions to working pattern occur and re prioritise and escalate as required
- Have due regard for the pressures and workload on professional colleagues
- Occasionally attend to service users or relatives who are aggressive in an attempt to diffuse a situation. Report to midwife in charge and/or Security Department
- Transfer of equipment & service users within the clinical area adhering to the Trusts policy on Moving & Handling
- Treat all women, birthing people and their families with respect and dignity
- To maintain detailed contemporaneous midwifery records, based on fact, in accordance with the NMC Guidelines on record keeping (2002). To communicate effectively between colleagues where appropriate, both written and verbally.

Service and policy development

- To participate in the development, implementation and review of maternity services evidence-based guidelines, to provide women and birthing people with appropriate care.
- To observe and adhere to all the requirements of the Trusts policies and procedures, including health and safety, fire, and infection control.

Managing financial resources

- To be aware of revenue spent on maternity services and contribute to effective use of resources

People management and development

- Maintain and develop clinical skills and professional competence in line with statutory responsibilities
- Attend all mandatory training sessions
- Participate in developing and maintaining a learning environment that is supportive and conducive to learning for all staff
- Is required to maintain continued professional development and maintain professional registration in line with NMC Midwives Rules & Code of Practice

Information system use and management

- Information technology to input, daily, personally generated observations and also daily data entry of computerised records recorded by others.
- To maintain standards of data quality relating to the collection and use of information that conforms to nationally defined standards and Trust Policy for all manual and computerised systems.

Involvement in surveys and research

- Regularly attend unit meetings and represent the Unit at Trust meetings.
- Participate in Unit research, audits or clinical trials

Freedom to Act and autonomy

- To be a competent autonomous practitioner, accountable for own actions, working within the NMC Standards of proficiency for midwives (2019).
- To observe and adhere to all the requirements of the Trusts policies and procedures, including health and safety, fire, and infection control.
- To be fully aware of National Guidelines and policies as well as those locally agreed by the Trust. To have an input into developing local trust evidence-based guidelines and review them in their draft stage before completion. To ensure their content is reviewed on a regular basis with changing researched evidence.
- To observe patient confidentiality including legal requirements of the Data Protection Act (1998) and guidance on sharing information in Working Together to Safeguard Children (1999)

- To adhere to the Misuse of Drugs Regulations (1985) and the Medicines Act (1968) relating to the acquisition, custody, administration, and disposal of controlled and other drugs.
- To be fully conversant with Child Protection issues and latest recommendations (Safeguarding our Children 2004). To work in the best interests of the child.
- To provide appropriate support and follow up for the family. To liaise with appropriate professionals and agencies

General compliance:

To comply with all Trust Policies and Procedures, with particular regard to:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates
- (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.

To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.

Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.

Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

Perform any other duties that may be required from time to time.

Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.

Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures

Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves, This job description may be altered to meet changing needs of the service, and will be reviewed in consultation with the post holder

Key Skills required undertaking this role.	On Appointment (Essential)			After 12 months in post			At 2 nd Gateway (Desirable on appointment)			How this will be measured.
Qualifications and role specific knowledge*	Registered Midwife – currently registered to practice			Practice supervisor						<ul style="list-style-type: none"> • Application form • CV • NMC registration • Professional portfolio
Safeguarding Children **	1	2	3	1	2	3	1	2	3	
Physical Skills	All newly qualified midwives are expected to undertake a 1- 2-year preceptorship programme									<ul style="list-style-type: none"> • Application form • CV • Discussion at interview • References
Dementia Awareness	Level 1			Level 1			Level 1			
Aptitudes	<ul style="list-style-type: none"> • Understanding of the role of midwife as defined by the NMC • An understanding of the NMC Code of Practice and Midwives Rules • An understanding of confidentiality issues • An interest in improving the standards of care. • An understanding of all aspects of evidence-based midwifery practice. 			<ul style="list-style-type: none"> • Counselling skills • Teaching skills • IT skills 						<ul style="list-style-type: none"> • Discussion at Interview • Professional portfolio
Abilities										<ul style="list-style-type: none"> • Discussion at Interview • References

	<ul style="list-style-type: none"> • Ability to function as a member of a multidisciplinary team • Ability to communicate effectively with staff at all levels in a sensitive manner • Good written skills • Good organisational skills • Ability to respond to stressful situations positively and ensure deadlines are met • Ability to exercise initiative • Commitment to Equal Opportunities • Willingness to adapt to a changing environment • Commitment to individualised care • Punctual and organised • Professional attitude 			
Communication Skills	<ul style="list-style-type: none"> • Team player • High Motivation • Good communication skills • Able to demonstrate excellent interpersonal skills Willingness to professionally develop self and others 			<ul style="list-style-type: none"> • Discussion at Interview • References

	<ul style="list-style-type: none"> Excellent time management skills 			
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* = State knowledge required in terms of level of competence NOT X years' experience, as this is age discriminatory

** indicate the level of mandatory Safeguarding Children Training this post needs 1,2 or 3.

When submitting a job description for evaluation, it must be accompanied by a Job Description Risk Assessment form

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Post Title:

Ward/Dept and Site:

Date Completed:

1. General Information about the post.

Location	%	Location	%	Location	%
Computer based		Home	0	Outpatients Clinic	0
Laboratory		Kitchen	0	Community based	0
Ward area		Stores	0	Workshop	0
In a vehicle				Theatre environment	0

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.		Required to be in a building on their own for periods of time	
Working hours					
Full time		Part time			
Office hours		Hours worked as a shift		Hours worked at night	
Concentration and Levels of Interruptions					
Required to concentrate for long periods of time		Required to concentrate for short periods of time			
Interruptions throughout the day		Constant		Occasional	

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare / \Not at all
Working in bad weather e.g. when it is windy or/and raining.		X			
Excessive temperatures			X		
Unpleasant smells/odours		X			
Noxious fumes			X		
Excessive noise &/or vibration			X		
Use of VDU more or less continuously		X			
Unpleasant substances/non-household waste			X		
Infectious Material/Foul Linen	X				
Body fluids, faeces, vomit, blood	X				
Dust/dirt				X	
Humidity			X		
Contaminated equipment or work areas		X			
Driving/being driven in normal situations		X			

Driving/being driven in emergency situations			X		
Fleas or lice					X
Exposure to dangerous chemicals/ substances in/not in containers					X
Exposure to aggressive verbal behaviour where there is little/no support					X
Exposure to aggressive physical behaviour where there is little/no support					X
Exposure to risks that could result in an acute traumatic injury					X
Undertaking exposure prone procedures			X		
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Processing (e.g. typing / transmitting) news of highly distressing events		X			
Giving unwelcome news to patients / clients / carers / staff		X			
Caring for the terminally ill					X
Dealing with difficult situations / circumstances		X			
Designated to provide emotional support to front line staff		X			
Communicating life changing events			X		
Dealing with people with challenging behaviour			X		
Arriving at the scene of an accident					X
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
<p>The post holder will need to support staff through the adversarial experience of giving evidence and being cross examined by counsel and/or family members.</p> <p>The post holder will also be required to liaise with family members who may be challenging, distressed and or aggressive</p>					
4. Physical Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Working in uncomfortable/ unpleasant physical conditions				X	
Working in physically cramped conditions			X		

Lifting weights, equipment or patients using mechanical aids			X		
Lifting weights/ equipment or patients without mechanical aids					X
Making repetitive movements			X		
Climbing or crawling					X
Manipulating objects					X
Manual digging					X
Running					X
Standing / sitting with limited scope for movement for long periods				X	
Kneeling, crouching, twisting, bending or stretching				X	
Standing/walking for substantial periods of time					X
Heavy duty cleaning		X			
Pushing / pulling trolleys or similar		X			
Working at heights					X
The job requires to be trained in control and restraint.			X		

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

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5. Mental Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Carry out formal student / trainee assessments			X		
Carry out clinical / social care interventions			X		
Analyse statistics					X
Operate equipment machinery					X
for more than ½ a shift					X
for less than a shift					X
Give evidence in a court / tribunal / formal hearings			X		
Attend meetings (describe types of meeting and post holders role)					X
Carry out screening tests/ microscope work					X
Prepare detailed reports			X		
Check documents					X
Carry out calculations					X
Carry out clinical diagnosis					X
Carry out non-clinical fault finding					X

NB, the post holder will be conducting, rather than undergoing examination / cross examination in court etc The post holder will need to produce, draft, edit evidence etc

Signed by post holder*: _____ Date

Signed by line manager: _____

Date

* in the case of new jobs this will have to be an 'estimate' of the demands of the role.