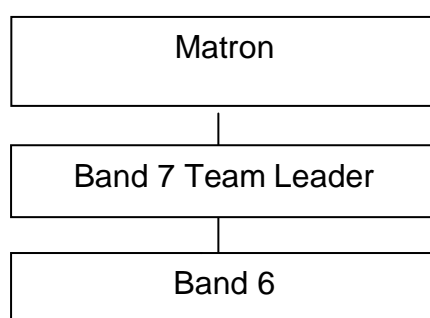

Job Description Band 6 Midwife.

Job Title: Midwife
Grade: 6
Hours of Work:
Division: Families
Base: Maternity, Royal Bolton Hospital
Managerially Accountable to: Band 7 Team Leader

Organisation Chart:



Key Relationships:

Job Purpose:

To provide women and babies with high quality, safe midwifery care during pregnancy, childbirth and the postnatal period. This care will be evidenced based and holistic in meeting women's needs in a variety of practice settings. In the absence of a Band 7 Team Leader, lead the team and manage the workload either in the community or in the unit.

Our Values

- *Vision*
We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.
We make decisions that are best for long term health and social care outcomes for our communities
- *Openness*
We communicate clearly to our patients, families and our staff with transparency and honesty
We encourage feedback from everyone to help drive innovation and Improvements

- *Integrity*
We demonstrate fairness, respect and empathy in our interactions with people
We take responsibility for our actions, speaking out and learning from our mistakes
- *Compassion*
We take a person-centred approach in all our interactions with patients, families and our staff
We provide compassionate care and demonstrate understanding to everyone
- *Excellence*
We put quality and safety at the heart of all our services and processes
We continuously improve our standards of healthcare with the patient in mind

Communication and Relationship Skills

- Act as a woman's advocate in promoting, and delivering the highest standard of midwifery care, ensuring all fundamentals of care are addressed, and current, relevant policies and procedures are adhered to.
- Communicate all relevant information to the multi-disciplinary team internally and with external organisations as required to ensure seamless care
- Attend departmental and directorate meetings as required, to ensure an awareness of developments within the area of midwifery practice.
- Assist in maintaining an effective communication network; written, verbal and electronic, informing senior staff of all matters outside your role/sphere of competence; cascading information to more junior staff.
- Develops and maintain communication with people about difficult matters or difficult situations, in an appropriate, supportive and empathic manner.
- Act as shift co-ordinator; escalate according to policy ensuring the appropriate delegation of women's care and workload. Responsible for ensuring that the team are performing the highest standards of care and that effective patient flow is being maintained.
- Assist in maintaining an effective communication network; both written and verbal, informing senior staff of all matters outside your role/sphere of competence; cascading information to other staff as required.

Analytical and Judgmental Skills

- Complete documentation on untoward incidents, produce reports as requested by line managers, and take part in Clinical Audit review.
- Contribute to Clinical Governance, quality initiatives, CQC and Research and Development initiatives.
- Contribute to investigating any accidents, complaints, defects in equipment, near misses and untoward incidents, and produce reports as requested by Line manager.

Planning and Organisational Skills

- Collaborate with the multi-disciplinary team and other service providers internally and externally; ensure care women centred, effective and efficient.
- Help to prevent the spread of infection by adopting infection control measures appropriate to the situation, and participate in educating staff, patients and carers.
- Carries woment based risk assessments, e.g. nutrition, medication, infection control, pain in line with Trust policy and timescales.
- Incorporate health education into women and midwife exchanges where ever possible.
- Liaise with midwifery matrons to ensure there is adequate and safe cover throughout the unit and on the community
- Liaise with all disciplines and agencies to ensure continuity of care
- Participate in staff development
- Be an effective role model for students and other staff. Promote good working relationships and team working
- Act up into Band 7 role as required

Midwifery Care

- Be a strong advocate for and promote midwifery led care.
- Ensure knowledge base is evidenced based and contemporary
- Provide midwifery care in a variety of practice settings
- Act as an advocate for the woman
- Ensure practice meets the requirements of a practicing midwife in accordance with NMC requirements
- Ensure all records and documentation including electronic records are accurate legible and completed in a timely manner
- Undertake immediate assessment and determine priority of women within any setting.
- Act as womans advocate in promoting, and delivering the highest standard of midwifery care, ensuring all fundamentals of care are addressed, and current, relevant policies and procedures are adhered to.
- Using evidence-based practice, assess womens' physical, psychological and spiritual needs, create care plans, implement and evaluate midwifery care involving women and their families, as appropriate.
- Undertakes and records full initial assessment at earliest opportunity.
- Performs midwifery care and enhanced clinical skills to a high quality standard.
- Has achieved and maintained core and specific competencies.
- Monitor womens' condition and report observations to relevant health professionals, carrying out midwifery interventions as needed.
- Demonstrates safe and timely administration and storage of oral and IV medications.

Responsibilities for Policy and Service Development

- To work within policy, professional and legal frameworks at all times. This requires knowledge of Nursing & Midwifery Code of Conduct, NMC Adult / Child Protection Protocols, Risk Assessment formulation and Trust Policy and Procedures.
- Contribute to investigating any accidents, complaints, defects in equipment, near misses and untoward incidents, and produce reports as requested by Line manager.
- Ensure through own knowledge that individual is up-to-date with legal matters that may arise during course of duty.
- Be aware of, and adhere to Trust and departmental policies and procedures

Responsibilities for Finance

- Responsible for ensuring stock levels are adequate to support smooth running of the department.
- Cleans/maintains and stores equipment correctly.

Responsibilities for HR

- Oversee the provision of midwifery care, providing guidance and support to junior staff in this area. Lead and Participate in education and training of junior staff.
- Assist with induction programmes for newly appointed staff and contribute to ensuring an effective learning environment for all staff.
- Participate in appraisal. Develop an annual Personal Development Plan to identify Training and Development needs, in line with personal and organisational objectives.
- Support colleagues' development, including clinical supervision. Assist in monitoring progress of student midwives; providing written reports on progress.
- Comply with and facilitate preceptorship and mentoring for all new learners, ensuring support to all newly qualified staff.
- Act as Mentor/Assessor for all learners, junior staff

Responsibility for Information Resources

- Write reports, record observations and maintain care plans, including electronic data storage; and other appropriate records, accurately, legibly and concisely.
- Maintain accurate and complete records of all care activities, in a timely manner, adhering to local and professional standards for documentation.
- Use Information Technology, to improve and inform practice.

Research and Development

- Comply with, and contribute to, quality standards and guidelines, and take part in Clinical Governance, CNST and Research and Development initiatives.

Freedom to Act

- Take charge of the ward/unit in the absence of more senior staff, supervising the work of more junior staff as needed.
- Report and record all untoward incidents and investigate any incidents, which occur when taking charge.
- Prioritize own work appropriately and manages own time effectively.
- Delegated duties are realistic, achievable and take into account team members role, abilities and development needs.

Legal & Professional Responsibilities

- Adhere to Trust and departmental policies and procedures.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
- Maintain registration, and midwifery competencies, and comply with NMC code of Professional Conduct, and related documents.

- Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
- Keep up-to-date with legal matters that may arise during the course of duty.

Health, Safety and Security

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

Confidentiality

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control

- You must comply with all relevant policies, procedures and training on infection prevention and control.

Safeguarding Children and Vulnerable Adults

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

Training

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Date Prepared:

Prepared By:

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:



Person Specification **Site Manager**

| | Essential | Desirable | Method of Assessment |
|-----------------------------------|--|---|--|
| Education/Qualifications | Registered Midwife. Degree NMC current registration. Successful preceptee period. | Mentorship. ENB Module. Evidence of continuing education. | Application Form Portfolio Interview References |
| Experience | 12 months experience of working within NHS Experience of working within all areas of midwifery. | Experience of mentorship. | Application Form Interview References Portfolio |
| Skills and Abilities | Ability to demonstrate evidence based knowledge and application to clinical practice. Demonstrates a family centred approach to care provision. Ability to understand and interpret fetal well being. Demonstrates understanding of role boundaries and be able to recognise when to escalate. Ability to coordinate and liaise within an MDT. Excellent written and verbal communication skills. IT literate. | K2 computer learning. Computer skills for the use of presentations, reports and statistical analysis e.g. PowerPoint, Excel and Word programmes. | Application Form Interview References |
| Work Related Circumstances | To be able to travel around the area of work Enthusiastic and motivated about midwifery. Adaptable and flexible approach to work. Ability to work 24 hour shift patterns including weekend and bank holidays. | | DBS check Pre-employment checks |

Prepared By:
Business Manager
Bolton NHS Foundation Trust

Date: October 2015