

## Job Description

<b>Job Title</b>	<b>Specialist Midwife - Perinatal M&amp;M (Morbidity and Mortality) Coordinator</b>
<b>Band</b>	7 (37.5 hours - including 7.5 hours clinical shift per week)
<b>Managerial Reporting Responsibility</b>	Senior Patient Safety Lead for Women's Services
<b>Professional Reporting Responsibility</b>	Head of Midwifery
<b>Job Purpose</b>	<p>The post holder will work within the Maternity Directorate and alongside the wider multidisciplinary team to promote a culture of patient and staff safety.</p> <p>To support the Senior Patient Safety Lead for Women's services daily management of Patient Safety Incident and in the development and implementation of the clinical governance framework.</p> <p>The post holder will lead on patient safety projects, for example PMRT and ATAIN and ensure evidence for corresponding CNST requirements.</p> <p>The post holder will conduct thorough investigations which follow a systems learning approach and will ensure that patients and their carers/families, Trust staff and where appropriate, third parties are fully involved in the investigative process.</p> <p>The post holder will be expected to work clinically e.g. in a clinical area, unit coordinating and to participate in the on-call rota.</p> <p>The post holder will represent the department at local and Trust wide meetings as required.</p> <p>The post holder will be working as a key member of a multi-</p>

	professional team and it is therefore essential that the post holder possesses sound leadership and communication skills.
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## **PRINCIPLE RESPONSIBILITIES**

### **Principal Responsibilities:**

#### **Managerial**

1. To provide reports to Maternity and Gynaecology clinical governance.
2. Produce staff support and training in relation to the patient safety process.
3. Develop links with other Directorates in the hospital and other organisations to share and develop good practice. Network with other midwives in similar roles in other organisations in order to share knowledge
4. To work independently demonstrating excellent time management and prioritising of workload.
5. To work with minimal supervision when dealing with complex duties and responsibilities.
6. To undertake the role of MBRRACE co-ordinator ensuring that data pertaining to maternal deaths, stillbirths and neonatal deaths are reported in a timely manner .
7. To maintain and develop liaison with other stakeholders.
8. Demonstrate excellent personal communication. Establish and maintain effective two-way communication channels with individuals and groups.
9. Practice in accordance with the professional, ethical and legal codes of the Nursing and Midwifery Council, and Trust's protocols and guidelines.
10. In conjunction with the Senior Midwifery Team, be responsible for the compliance towards the relevant Maternity Incentive Scheme and CNST safety recommendations
11. Be responsible for the standards of cleanliness in the clinical area and for a well maintained department environment.
12. Prioritise workload to meet targets. Ensure that Midwifery, Nursing and Operational Management teams are alerted to quality issues.
13. Be responsible for ensuring the clinical area practices within Data Protection/ confidentiality/ Caldicott principles.

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14. Actively promote diversity, including race diversity, both in the delivery of the Directorate's services and in the recruitment, management and development of staff within the clinical area. Generate and sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
  15. Promote interdisciplinary working, with outcomes aimed at the best

### **Clinical and Technical**

1. Demonstrate specialist expertise and professional knowledge acquired through post registration academic, clinical, leadership and management development. Works as a role model for professional practice.
2. Support the Senior Patient Safety Lead for Women's services with the annual programme of Maternity and Gynaecology patient safety priorities and a programme and framework for its delivery including the development and monitoring of patient safety metrics and indicators.
3. To develop positive and influential relationships with key external stakeholders through collaborative working, providing assurance and engaging with the local commissioners and regulatory bodies.
4. To be responsible through detailed analysis of data and information for identifying trends, themes and harm rates within patient safety and implementing work streams to improve clinical practice.
5. Able to manage own workload and make informed decisions on patient safety issues.
6. Work creatively, with autonomy and as a member of a team with both Trust colleagues and others outside such as Clinical Commissioning Groups, CQC and NHS England to deliver the Patient Safety Agenda.
7. Take a lead role in responding to and learning from complaints, triangulating the learning with patient safety incidents and litigation.
8. Ensure compliance with the Duty of Candour process for patients involved in Maternity and Gynaecology incidents, and facilitating the ongoing process in practice as investigations progress and on completion.
9. Ensure compassionate bereavement and adverse outcome support is encompassed within family discussions.
10. Be responsible for making a judgement regarding highly complex conflicting expert opinion.

11. Responsible for overseeing and allocating the Maternity and Gynaecology incidents reported via the Datix reporting system for all patient safety incidents in a timely manner.
12. To initiate and coordinate the development and implementation of policies and procedures in areas of weakness highlighted by incident reporting and regulatory bodies, and those pertaining to patient safety and risk management.
13. Anticipate and interpret national and local policy for the Trust and lead implementation where required.
14. Produce/contribute regular reports to the Maternity and Gynaecology Clinical Governance Committees, Patient Safety Committee, the Quality Committee, and Quality Assurance and Learning Committee as required.
15. Provide general information and expert advice regarding risk management issues in order to maintain and develop safe risk management systems within the Trust.
16. Represent the Trust at external meetings as appropriate

### **Teaching and Training**

1. Promote/ develop and maintain a culture within clinical environment which challenges and questions practice, and promotes the quality of thinking amongst practitioners
2. To be responsible for the collation and dissemination of research information and evidence to staff.
3. Participate in orientation, induction and preceptorship programmes.
4. To take responsibility for ascertaining women's experiences/perceptions of current service provision to improve practice and monitor implementation of National Guidance.

### **OTHER RESPONSIBILITIES**

1. Monitor and maintain the health, safety and security of self and others in work area. Identify and assess risks in work activities, and develop strategies to manage these effectively. Ensure team works within risk management/ occupational health legislation and Trust procedures.
2. Develop own skills, taking responsibility for continuing professional development and performance, maintaining own portfolio in accordance with post registration requirements. Work to achieve competencies appropriate to grade. Identify own development needs in relation to current practice and future plans, setting personal development objectives.

3. Post-holder is aware that their role includes exposure to biohazards and other potentially unpleasant materials and takes responsibility for protecting themselves and others where appropriate through implementation of measures such as universal precautions and equipment/material supplied by their employer for such use.

**General Notes:**

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation’s clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

1. Follow consistently high standards of infection control practices, especially with reference to hand decontamination and for clinical staff, aseptic techniques
2. Be aware of and follow all Trust infection control guidelines and procedures relevant to their work
3. To participate in mandatory and statutory training by annual updating.

**This job description is not exhaustive and will be subject to periodic review in association with the post holder.**

**WAYS OF WORKING AND BEHAVIOURS**

The job holder will display the expected behaviours of the women’s services Directorate and the Trust. The Trust expects all staff to comply with all relevant policies and codes of conduct and to display the values of the Trust as illustrated below:

<p><b>Compassionate</b></p> 	<p>All our relationships are based on empathy, respect, integrity and dignity. In every interaction and communication, we treat colleagues, patients and their families with care and understanding.</p>
<p><b>Aspirational</b></p> 	<p>We strive to continuously improve, to be the very best that we can be – as individuals and as an organisation.</p>

<p><b>Resourceful</b></p> 	<p>We live within our means. We respond to the challenges of today and tomorrow in effective, efficient, innovative and optimistic ways</p>
<p><b>Excellent</b></p> 	<p>We commit to excellence in everything that we do – placing patient safety and quality at our heart. We learn from mistakes, we do what we say we are going to do and hold ourselves and colleagues to the highest standards</p>

The key purpose of this role is to deliver an 'outstanding' service and the job holder will be expected to deliver this level of service through personal conduct, personal responsibility and by demonstrating behaviours in line with the following women's services Departmental objectives.

### **Policies and Procedures**

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

### **Confidentiality**

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

### **Equality of Opportunity and Diversity**

The Royal Berkshire NHS Foundation Trust operates an Equality of Opportunity and Diversity policy. The policy aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

### **Fire**

You are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

### **Health and Safety at Work Act**

You are required to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with the Trust to ensure that statutory and departmental safety regulations are followed.

### **Medical Questionnaire**

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing Trust.

### **Smoking Policy**

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

### **Infection Control**

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- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii) Participate in mandatory training and annual updates.

### Person Specification

<b>Candidates must demonstrate the following</b>	<b>Essential/desirable</b>	<b>Measured by:</b>
<b>Education/qualifications/Training</b>		
Registered midwife	E	A/I/NMC Check
Mentorship qualification/student assessor qualification/or equivalent	D	A/I
Educated to a minimum of 1 <sup>st</sup> degree level/able to demonstrate evidence that is working at degree level/commenced degree pathway	E	A/I
Leadership/management qualification	D	A/I
Counselling experience	D	A/I
<b>Experience</b>		
Significant recent experience in midwifery	E	A/I
Must have recent experience at band6/7/or equivalent	E	A/I
Experience of compassionate bereavement/adverse event support	D	A/I
Detailed experience of leadership/management	D	A/I
Experience of clinical audit/quality issues within the health care setting	E	A/I
<b>Skills &amp; Abilities</b>		
Excellent interpersonal skills with particular ability to liaise effectively with multidisciplinary team members	E	A/I
Excellent professional role model	E	I
Excellent personal and communication skills	E	I
Demonstrate transformational leadership ability	E	I
Expert clinical skills in speciality	E	A/I
Demonstrates ability to place women and family at centre of care	E	I
Ability to facilitate and support learning	E	A/I
Ability to make decisions, organise and prioritise	E	A/I
Demonstrate excellent team working	E	I
Knowledge of quality issues and how to measure these	E	I
Demonstrates a desire to explore new ways of	E	I

delivering services		
Motivated and enthusiastic	E	I
Excellent negotiating and influencing skills.	E	A/I
Computer literacy	E	A/I
Experience of involvement in successful change management	D	A/I
<b>Other</b>		
Cleared by Occupational Health	E	A/I
Able to work flexibly to meet service needs	E	A/I

Key

I= Interview

A = Application form

R= References

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