

# Recruitment information pack



FAST FORWARD YOUR CAREER

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD-LEADING EXPERTS



DELIVER INNOVATIVE PATIENT CARE

ACCESS PERSONALISED CAREER DEVELOPMENT

BE PART OF A SPECIALIST AND DYNAMIC NURSING TEAM



# WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focused on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

# OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

# OUR HOSPITALS

## Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

### Charing Cross Hospital, Hammersmith.

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections, and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

### **Western Eye, Marylebone**

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

## **WHY JOIN US?**

### **Reach your potential through outstanding learning and development opportunities**

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

### **Experience the rich heritage of hospitals that have made history**

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

### **Draw on huge expertise as part of a strong international community**

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

### **Feel supported by a positive culture**

**Reach your potential in hospitals that make history**  
Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

### **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Make a Difference recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

### **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

### **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

# JOB DESCRIPTION

Job title	Midwife Lewis Suite - Antenatal Ward & Labour Ward (Hybrid post)
Band	6
Directorate/ department	Maternity
Division	Division of Women's, Cardiac, Clinical Support and Sexual Health (WCCS)
Reports to	In-patient Matron
Accountable to	Head of Midwifery
Hours	37.5 (Full Time)
Type of Contract	Permanent
Location of work	Queen Charlottes and Chelsea site

## 1. Job purpose

- To work as a prime care provider in all aspects of midwifery care.
- To work flexibly within the team to provide service cover for the Antenatal Ward and Labour Ward
- The post holder is expected to be an expert clinical midwife who will give advice and guidance on the midwifery care of women and pregnant people, babies and their families
- To provide and delivery a high standard of midwifery care for in-patients during the antenatal period
- To support the day to day running of the Antenatal Ward and Labour Ward including multidisciplinary ward rounds
- Be a mentor to preceptor midwives, international midwives, students and support staff
- To work collaboratively with the ward managers, bleep holders and matrons to provide and develop high quality, safe and effective service
- To work collaboratively with patients and service user representatives to develop the service in response to feedback received including local and national initiatives
- Maintain a high standard of professional expertise to ensure safe and evidence based care is provided in specific area

## 2. Key stakeholders

- Associate Director of Midwifery
- Head of Midwifery

- Intrapartum Matron
- Consultant Midwife
- Specialist midwives
- Midwifery Colleagues and wider support team
- Student midwives
- Obstetric and Anaesthetic Colleagues
- Centre for Fetal Care & Maternal Medicine team
- Neonatology
- Practice Development Team
- Professional Midwifery Advocates
- Women/birthing people and their families
- Human Resources Team



### 3. Key areas of responsibility

#### Clinical

- Post holder will have exceptional communication skills and the ability to deliver sensitive and complex information to women/ birthing people, their families and key stakeholders in an effective manner
- To work as an autonomous practitioner in all aspects of midwifery practice
- To strive to provide exceptional, safe, individualised, effective and timely care, within their scope of practice as part of the multi-disciplinary team
- Maintains professional boundaries and fosters positive working relationships with service users and colleagues promoting a culture of inclusion.
- Strives to provide information in formats that enables others to make informed choices
- Works in partnership with women/ birthing people to plan and implement individualised care plans, continuously assessing, analysing and determining appropriate courses of action
- Records and documents accurately and contemporaneously in accordance with local policy and guidance
- Maintains expert clinical knowledge and experience to enable advanced monitoring of maternal and fetal wellbeing. Maintaining clinical competencies of fetal monitoring interpretation, suturing, cannulation and venepuncture. Also able to support others in the development of these skills.
- Expert knowledge of obstetric and neonatal emergencies.
- Experience of managing high risk antenatal & intrapartum care
- To act as an advocate and support for expectant parents
- Coordinate, assess, plan, implement and evaluate the care of families in accordance with the Trust policies, local and national guidelines.
- Actively promote and encourage a healthy lifestyle, advising and arranging support for women, birthing people and their families as required.
- Creates and maintains effective working relationships.
- Responsible for implementing evidence based practice
- Maintain awareness of national and regional initiatives in relation to midwifery practice.
- Demonstrates enthusiasm and creativity within leadership qualities, reflective of Trust values to be Kind, Aspirational, Collaborative and Expert
- Develops teaching skills; supports in the development of and acts as mentor to junior colleagues including preceptor midwives, international midwives maternity Support workers and return to practice staff
- Participates in recruitment of patients for appropriate approved research projects

#### Personal and Professional

- Act as a positive role model.
- Awareness of personal duties and responsibilities, including professional limitations and scope of practice
- Awareness to escalate and seek support of others to maintain safety

- Accountable for own skills and competencies, ensuring compliance in core skills, participating in annual appraisals
- Acts in ways that acknowledges and recognises people's beliefs, preferences and choices, promoting inclusivity
- Responsible to developing own knowledge, clinical skills and professional profile in accordance with CPD requirements and mandatory study
- Fosters harmonious relationships, working in partnership with the wider MDT to optimise care and to achieve desired outcomes
- Contributes toward setting, monitoring and measuring standards of care, with accountability for maintain standards.
- Undertakes safe custody and administration of drugs in accordance with local and Trust policy and legal requirements
- Supports junior staff in professional growth, e.g. students, international recruits and maternity support staff.
- Act as supervisor to recently qualified/return to practice/adaptation midwives.
- Engages with reflective practice, and learning opportunities, including working with PMAs and participating in RCS in order to maintain and develop own competence and performance
- To work within the NMC rules and guidance, ensuring these are adhered to by all staff.
- Ability to use digital systems and utilise computer literate skills, upholds information governance
- To foster and promote a working environment within which midwives can work as autonomous practitioners, accountable for their practice in accordance with the NMC Rules and Code of Practice 2015).
- To act as a role model, creating a supportive environment to empower staff to contribute to the delivery of high quality personalised care.
- To implement Trust and local policies, contributing to any proposed changes to existing practices or procedures within midwifery.
- Develop and maintain efficient and effective communication and professional relationships within the multidisciplinary team to promote collaborative working.
- Flexible and willing to undertake duties within sphere of practice in other areas of maternity as required.
- Contribute to quality initiatives that improve patient care and enhance the communication and processes undertaken between patients, staff, visitors and other departments across the Trust.
- Comply with Trust Infection prevention and control (IPC) policy for personal and patient safety, prevention of healthcare-associated infection (HCAI) including consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps
- Undertake any other duties requested as appropriate to the banding.
- Communicate with people in a form and manner consistent with their level of understanding, culture, background and preferred ways of communicating that meets their individual needs. Anticipate barriers to effective communication and take action to improve
- Actively try to resolve issues and complaints at local level, awareness of escalation processes
- Develop coaching and counselling skills.
- Maintains confidentiality

## Other



- This job description is not exhaustive, it is likely that duties may need be altered with changing circumstances and consultation with the post holder

#### **4. Scope and purpose of job description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

# PERSON SPECIFICATION

<b>Job title</b>	Staff Midwife- Antenatal Ward and Labour Ward
<b>Band</b>	Band 6
<b>Division</b>	Division of Women's, Cardiac, Clinical Support and Sexual Health (WCCS)

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. **Essential: E Desirable: D**

TRUST VALUES	
<b>Kind</b> - we are considerate and thoughtful so everyone feels valued, respected and included.	E
<b>Aspirational</b> - We are receptive and responsive to new thinking, so we never stop learning, discovering and improving.	E
<b>Collaborative</b> - We actively seek others' views and ideas so we can achieve more together.	E
<b>Expert</b> - We draw on diverse skills, knowledge and experience so we provide the best possible care.	E

EDUCATION AND QUALIFICATIONS	
Degree level or equivalent experience as a registered midwife	E
Evidence of continuing professional development	E
Mentorship/Practice Assessor qualification	E
NLS	D
Advanced Life Support in Obstetrics Qualification.	D
Counselling skills/ qualification	D

EXPERIENCE	
2 completed years of post-registration experience in UK	E
Recent experience in an ward and intrapartum setting	E
Understanding complaints management	E
Evidence of initiating and implementing quality Improvement Initiatives	D

<b>SKILLS AND KNOWLEDGE</b>	
Previous experience in Antenatal ward setting	E
Ability to support & facilitate high risk and low risk care pathways	E
Excellence in competencies (cannulation, venepuncture, ECG etc)	E
Ability to foster a positive learning environment	E
Able to prioritise and meet deadlines	E
Effective time management for self and others	E
Communicating effectively with women, staff and other agencies	E
Evidence of knowledge of recent midwifery research and clinical audit	D
Ability to lead a team	D
Experience in QI	D

<b>PERSONAL QUALITIES</b>	
Excellent interpersonal skills	E
Enthusiastic	E
Ability to work calmly under pressure	E
Positive change agent	E
Able to motivate others	E
Ability to work in a team and independently	E

## **Additional information**

### **1. Health and safety**

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law while following recognised codes of practice and Trust policies on health and safety.

### **2. Medical examinations**

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### **3. Equal opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **4. Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### **5. Disclosure & Barring Service/safeguarding children and vulnerable adults**

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. [Find out more about the Disclosure & Barring Service](#). Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### **6. Professional registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any codes of conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

### **7. Work visa/ permits/Leave to remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or

continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

## **8. Conflict of interests**

You may not, without the consent of the Trust, engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust while you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## **9. Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with, and adhere to, current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents' library section on the intranet.

## **10. No smoking**

The Trust operates a smoke free policy.

## **11. Professional association/trade union membership**

The Trust is committed to working in partnership with trades unions and actively encourages staff to join any trade union of their choice, subject to any rules for membership that the Trade Union may apply.