

## Job description

<b>Position:</b>	<b>MIDWIFE</b>
Division:	Women and Children's Health
Responsible to:	Clinical Midwifery Manager
Responsible for:	Junior Staff
Reports to:	Maternity Matron
Salary:	£33,706 - £40,588
Band:	6
Location:	Hospital / Community
Hours of work:	Full time /Part time
Disclosure required:	Yes

### Job purpose

To contribute to the provision of a professional midwifery service, ensuring the highest possible standards of care are received by clients and their carers. To assist the senior midwife and deputise as appropriate in her/his absence. This includes taking charge of the clinical area/team in the absence of a band 7 midwife.

To act as an excellent clinical role model and practice autonomously within the parameters of guidelines/policies as sphere of professional practice.

### Dimensions

The post holder will provide high quality woman centred care in any setting, hospital or community, and rotate throughout all areas of maternity to meet the needs of the service. To demonstrate flexibility in approach with problem solving and to know when to seek further advice.

### Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

**Dignity and Respect:** we value each person as an individual and will challenge disrespectful and inappropriate behaviour.

**One Team:** we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.

<b>Compassion:</b> we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	<b>Safety and Quality:</b> we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.
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## Our objectives

1. **Safe** – Deliver safe, high quality care and improving services which pursue perfection and be in the top 20% of our peers
2. **Effective** – As a teaching hospital deliver effective and improving sustainable clinical services within the local health economy
3. **Caring** – Work with compassion in partnership with patients, staff, families, carers and community partners
4. **Responsive** – To become the secondary care provider of choice for our the people of our community
5. **Well led** – To be a high quality employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model

## Key working relationships

Clinical Managers, Professional Midwifery Advocates (PMA's), members of the Multi-Professional Team, other external agencies and all colleagues.

## Main duties and key responsibilities

### Hospital

1. Provide care for all risk categories of midwifery clients in whichever care setting and support junior staff in same.
2. When 'Acting Up' as shift leader / team co-ordinator the post holder will support the midwifery team during obstetric emergency situations in keeping with local policies and guidelines.
3. Work as an experienced practitioner, ensure standards of practice and support a safe, quality service, within available resources that aims to meet the needs of the woman and her family in achieving the outcome they believe is excellent for their circumstances, referring to other professionals and outside agencies as appropriate.

### Community

1. Participate in on call commitments throughout the geographical area and support the hospital team when required, working within the lone worker policy.

2. Update clinical skills in the hospital annually.
3. Contribute to the care of a client caseload.
4. To offer/facilitate a homebirth service and conduct risk assessments of client's homes for homebirths.
5. Responsible for transporting/carrying equipment/gases in the community setting.
6. Occasionally may be actively involved in Child Protection case conference in liaison with the Child Protection/Community Manager.
7. Support the band 7 team leader with rostering for the team and daily allocation of workload
8. Ensure clients are provided with appropriate evidence based information in a format that is accessible to them, allowing them to make choices in the development of personalised care plans for their full maternity journey.

### **Integrated & Caseload Care Teams**

1. To work in both the community and inpatient care settings in the provision of continuity of carer
2. As above duties and responsibilities in both the community and inpatient care setting
3. Responsibility as named midwife for own caseload of women and their full maternity journey
4. Support of full team in the provision of team continuity of carer, which may involve supporting women outside of your named midwife caseload
5. Works flexibly and autonomously in the provision of care to meet both the woman's individual care needs as well as supporting a positive work balance
6. To attend monthly caseload/integrated team meetings

### **Communication and Relationships**

1. Liaises with members of the Multi-Professional/Management Team both within the organisation and with external stakeholders, to ensure care is delivered to the client both effectively and efficiently.
2. Communicates proactively with all staff on the clinical condition and the treatment/discharge plan of clients and ensures accurate midwifery records are maintained by all staff.
3. Leads and supports others in co-ordinating the discharge process and ensures written and verbal advice is available to clients, relative and carers.
4. Actively involves clients, relatives and carers in their treatment and encourages others to enable individuals to assist in their own recovery. Advises clients on health and education to enable them to take control for their physical and mental wellbeing.
5. Is actively involved in the dissemination of information to all staff.
6. Provide a positive role model to colleagues, coaching and teaching staff, women and their families as required
7. Acts as an ambassador/role model for the organisation and the Midwifery Profession.
8. Communicates complex and sensitive information with subsequent support of clients, relatives, carers and colleagues as appropriate.

9. Understand National and local policies and initiatives which impact on client and midwifery care e.g. the Trust's Clinical Governance Strategies, Essence of Care, NICE (National Institute of Clinical Excellence) Guidelines, recommendations of CEMACH (Confidential Enquires into Maternal and Child Health) and is able to demonstrate their application in practice.

### **Knowledge, Training and Experience**

1. Has well developed clinical understanding and practice with effective assessment skills.
2. When deputising for Midwifery Sister may need to provide clinical advice as required to staff, carers and junior colleagues which promotes clinical practice what reduces risk to clients.
3. Provides clinical advice (expertise within the field) on a range of midwifery issues as required to professionals, carers and junior colleagues which promote clinical practice that reduces risks to patients.
4. Maintain a continuum of personal and professional development in accordance with the NMC recommendations that meet the requirements of Post Registration Education and Practice.
5. Participates in informal teaching of staff as required to ensure evidence based midwifery care is delivered locally.
6. Knows how to access and direct others to Trust policies and procedures.
7. Understands and exercises the policy on 'Communication Regarding Child Protection Issues'. When deputising for the Midwifery Sister, the post holder may be required to support staff in understanding and acting on the policy.

### **Analysis, Planning and Organising**

1. Initiates emergency treatment where necessary and co-ordinates other staff in this process.
2. Ensures that staff including temporary staff and pre-registration students are aware of emergency procedures to follow.
3. Contributes to the assessment, planning, delivery and evaluation of care to clients in accordance with Trust and departmental policies.
4. Alert the Midwifery Sister/Team Co-ordinator to absence or shortfalls in cover and assist with cover arrangements as required.
5. Communicates with the Maternity Bleep Holder to ensure the movement of clients to the appropriate care setting to maximise safety.
6. With due regard to Risk Management policies and procedures, is actively involved in maintaining a safe environment for clients, relatives, carers and staff.
7. The post holder identifies deviations from normal midwifery during the antenatal, intrapartum and postpartum periods referring appropriately.

### **Responsibility**

1. Takes delegated responsibility for ensuring the maintenance of high standards of midwifery care when deputising for the Midwifery Sister, leading and co-ordinating the relevant practice area.
2. Ensures that all medical and emergency equipment is kept in a safe condition and is ready for use when required, and that faulty equipment is reported and/or replaced as necessary.
3. Demonstrates an understanding of The PMA and their place in supporting clinical practice. Books and attends an annual review with named PMA.
4. Ensures that own mandatory training in relation to all equipment used is maintained.
5. Assists in the investigation of complaints and clinical incidents. All statements requested by the Line/Risk Manager are to be submitted in a timely manner.
6. Assists with undertaking performance reviews according to local cascade.
7. Communicates training needs identified from PDRs to the Clinical Manager.
8. Collects and collates information as required by the line manager.
9. Participates in Midwifery Clinical Audits.
10. Ensures evidence-based, innovative practice in the delivery of midwifery care and supports others in the implementation of changes identified to improve care.
11. Ensures the application of local standards policies and philosophies which further the philosophy of woman centred, individual and evidence based care for all clients.
12. Develops resource awareness; human, material and financial.
13. Ensures the accurate collection of data relating to maternity care using the maternity information system and specialist team databases

### Physical/Mental/Emotional Effort

1. In accordance with NMC requirements, acts as a mentor to pre-registration students and others.
2. Ensures the privacy, dignity and confidentiality of clients, relatives and colleagues is respected at all times. **Acts in ways that support equality and value diversity.**
3. Communicates sensitive/difficult information and provides subsequent support of clients, relatives, carers and colleagues as appropriate.
4. There is a frequent requirement for light physical effort for short periods of time and occasionally moderate physical effort.
5. There is a frequent requirement for concentration where the work pattern is unpredictable.
6. There is an occasional exposure to emotional/distressing circumstances.

### Freedom to Act

1. May contribute to the development of policies, procedures and guidelines as appropriate. Has the freedom to act within these established parameters.
2. Ensures own and others practice is in line with the Midwives Rules and NMC Code of Professional Conduct at all times.

3. Ensures own professional/educational/training needs are identified and maintains own mandatory and professional updating in order to maintain clinical and professional credibility.
4. Will act as a link midwife for a particular area of practice and feedback information/developments to colleagues to ensure a consistent evidence based approach to care and practice across the department.

### **Working Conditions**

1. Ensures that the working environment is clean by making regular checks as appropriate to maintain a high standard and liaises with the housekeeping manager as required.
2. Assisting in preparation for any external audits or inspections e.g. PEAT.
3. Ensures safe and protective working practices in an environment in which there may be exposure to unpleasant working conditions e.g. body fluids, noxious gases, noise.
4. Participates in the 'Hands on Help' on call system.

### **Management Function**

1. Liaises with the Line Manager and members of the Multi-professional Team to ensure effective communications are maintained within the department.
2. Participates and occasionally chairs staff meetings, including monthly team briefings and reads professional/managerial information as required.
3. Orientates new staff to the area of work as planned by the Line Manager/Practice Development Midwife.
4. Actively promotes legislation and responsibilities under the Health & Safety at Work Act. Is aware of and follows policies and procedures with regard to clients, themselves, other members of staff, equipment and the general public.
5. Represents the team at professional meetings as requested by the Line Manager and feeds back information appropriately.
6. Attends education and training programmes appropriately and feeds back knowledge gained.
7. Is customer aware and deals at all time appropriately i.e. professionally and politely with all 'customers' whether clients, their relatives, carers, other members of staff or the general public.
8. Liaises with senior/managerial staff to bring to their attention any problems identified.
9. Promotes the principles of Improving Working Lives amongst team ensuring fairness and equality.
10. Participates in team rostering and annual leave allocation in support of the Band 7 team leader and as part of band 6 development.



This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

## General

### Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of disclosure of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receives adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

### Safeguarding vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

### No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

### Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the Medical Director's Office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

### Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

### SASH+

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SaSH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Essential	Essential	Desirable	Evidenced by
<b>Qualifications</b>			
	<ul style="list-style-type: none"> <li>Completed and obtained RM qualification and has current live PIN on NMC register</li> </ul>	Mentor preparation or must book appropriate training	
<b>Experience</b>			



	<ul style="list-style-type: none"> <li>• Experience of all midwifery competencies.</li> <li>• Evidence of excellent interpersonal skills.</li> <li>• Demonstrates skills in leadership</li> </ul>		
<b>Knowledge, Skills and Competencies</b>			
	<ul style="list-style-type: none"> <li>• Understanding and knowledge of current issues in Midwifery and NHS</li> <li>• Demonstrates application of evidence based practice</li> <li>• Is aware of responsibility in relation to NMC Professional Code of Conduct and Midwives Rules</li> <li>• Excellent communications skills</li> <li>• Excellent written and spoken English</li> <li>• Evidence of self-development</li> <li>• Ability to problem solve, anticipate and forward plan</li> <li>• Understanding of Risk Management Strategy</li> <li>• Competent at perineal suturing, cannulation, epidural top ups and scrubbing for theatre</li> <li>• Car driver/owner for community</li> </ul>	IT literate	
<b>Personal Attributes</b>			

	<ul style="list-style-type: none"> <li>• Flexibility in shift/working patterns to meet the needs of the service</li> <li>• Is of good health and good character as per NMC requirements</li> <li>• Willing to accept additional responsibilities as delegated by senior staff</li> </ul>		
<b>Behaviours and Values</b>			
Flexibility in shift/working patterns to meet the needs of the service Is able to participate as a team member Is of good health and good character as per NMC requirements Willing to accept additional responsibilities as delegated by senior staff Displays SASH Values: Dignity and Respect One Team Compassion Safety and Quality			Application and Interview

All staff has a duty to comply with all relevant Trust policies and guidelines in relation to Infection Prevention and Control and Antibiotic Stewardship. You have a duty to ensure that within your field of work or practice you minimize the risk of infection, infectious diseases and particularly healthcare associated infection (HCAI) to patients yourself and other staff. This responsibility includes highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines or your line management. If you are a prescriber, you have a duty to ensure that antibiotics are prescribed prudently and in line with Trust policy.

Agreed by:

Manager: ..... Date: .....

Print Name: .....

Post Holder: ..... Date: .....

Print Name: .....