

SHAPE YOUR STORY

Recruitment Information Pack



**Retention Midwife.
One Year Fixed term.**





Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
W WELCOMING 	<ul style="list-style-type: none"> Introduce yourself by saying "Hello, my name is ..." Smile and acknowledge the other person(s) presence Treat others as you would wish others to treat you Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors
E ENGAGING 	<ul style="list-style-type: none"> Get involved in making improvements and bring others with you Encourage feedback from patients and colleagues and respond to it Acknowledge efforts and successes; say thank you Use feedback to make improvements, and empower colleagues to do this without needing to seek permission Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable
C COLLABORATIVE 	<ul style="list-style-type: none"> Give time and energy to developing relationships within and outside own team Demonstrate pride in Team Barts Health Respect and utilise the expertise of colleagues Know your own and others' part in the plan
A ACCOUNTABLE 	<ul style="list-style-type: none"> Always strive for the highest possible standard Fulfil all commitments made to colleagues, supervisors, patients and customers Take personal responsibility for tough decisions and see efforts through to completion Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing Do not pretend to have all the answers; actively seek out those who can help
R RESPECTFUL 	<ul style="list-style-type: none"> Be helpful, courteous and patient Remain calm, measured and balanced in challenging situations Show sensitivity to others' needs and be aware of your own impact Encourage others to talk openly and share their concerns
E EQUITABLE 	<ul style="list-style-type: none"> Value the perspectives and contributions of all and ensure that all backgrounds are respected Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out Work to enact policies, procedures and processes fairly Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them



1. Job Particulars

Job title:	Practice Development Midwife for Recruitment and Retention
Clinical academic group:	Women & Children
Board/corporate function:	Nursing & Midwifery
Salary band:	Agenda for Change Band 7
Responsible to:	Clinical Educator
Accountable to:	Associate Director of Midwifery and Nursing
Hours per week:	37.5
Location:	Newham University hospital
Budgetary responsibility:	N/A

2. Aim of the role

The successful candidate will play a crucial role in leading initiatives to recruit and retain midwives and maternity support workers focusing on developing and implementing innovative strategies.

The post holder will be part of the education team and work closely with the other team members and ward managers to provide both pastoral support and alongside support to newly qualified and return to practice midwives in the clinical areas.

To work clinically to support practice for newly qualified midwives during preceptorship and support the coordinators when necessary. The role has a 70% clinical element and so must be visible in the clinical areas.

They will work as part of the education team to facilitate learning for all maternity staff including facilitating mandatory training. They will also be involved in the recruitment process of midwives and maternity care assistants.

The post holder will participate in leadership and management responsibilities as part of a team of senior midwives partaking in day to day management of activity, staffing, patient flow and staff support.

The post holder will work closely with their Barts Health education team and their counterparts across sites. They will facilitate the linking of theory to practice; as well as providing a supportive, responsive approach to training and development for newly qualified midwives. Although this role is based at Newham hospital it also involves facilitating teaching at our sister sites within Barts health.

3. Supervises:

Midwives, Health care support workers, Nurses, Student midwives, junior qualified staff and return to practice Midwives



4. Key working relationships

- Senior Midwifery Team
- Clinical Educator
- Practice Development Midwife
- Clinical Placement Facilitator
- Midwifery Students
- Preceptorship Midwives
- Clinical Tutors
- Maternity support workers

- Consultant Midwife for Education
- Obstetric team
- Ward Managers
- Specialist Midwives
- Clinical Governance Lead
- Members of the multi-disciplinary team



5. Main duties and responsibilities

JOB DIMENSIONS

To support the retention of newly qualified, return to practice and all midwives new to the Trust by providing pastoral support and working alongside new starters in clinical practice, to enhance confidence, competence and the acquisition of new skills.

To take an active role in innovation and the development of ideas towards enhancing and retaining the midwifery workforce. Display excellent communication, facilitation and leadership skills, being able to innovate, inspire and motivate staff towards excellence.

To be responsible for personal professional updating appropriate to your own future development and the development of practice within the service.

To be a practicing midwife able to provide care, support and advice to women and their families in accordance with the Midwives Rules and Standards (NMC, 2012), Standards for Competence for Registered Midwives (NMC, 2010) and The Code (NMC, 2015).

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

- The post holder will be a registered midwife and hold a valid nursing and midwifery council registration and an up to date portfolio.
- To be responsible for own professional practice and for complying with the NMC Code: Standards of conduct, performance and ethics for nurses and midwives.
- The post holder will be an expert clinical practitioner who will take a lead role to ensure evidence based practice and it is embedded within the service
- The post holder will be responsible for providing specialised information using motivational interviewing techniques to support staff retention and development within the service.
- Developing relationships across the region to work collaboratively with the regional retention teams to inform and evaluate the national retention offer for midwives.
- The post holder will work as part of the education team on delivering training programme for Midwives, Students, MCA's and the wider MDT.
- Work closely with the ward and department managers, professional development midwife, PMA'S and Matron team to provide pastoral support and enhance the experience of newly qualified midwives.
- To create and promote a visible and welcoming friendly environment in all areas of practice.



- To support the management team in the provision of programmes of development for midwives as and when needed
- To work in partnership across professional boundaries to promote team learning and teaching.
- The post holder will be required to be flexible in terms of managing the workload. This includes being able to support the clinical areas when required
- The post holder will work alongside the clinical educator in the recruitment of International Midwives and provision of pastoral support to any overseas new starters.
- Provide individualised, alongside support in the clinical environment for return to practice learners and newly qualified midwives.
- To work clinically 3 days a week as part of the role, working with and alongside staff
- Develop mechanisms for identifying and addressing individual staff needs.
- Provide, or signpost to, resources that will promote job satisfaction and retention across multiple domains including those related to pastoral care, learning support and career development.
- Obtain feedback from newly qualified analyse and use this feedback to target interventions required and promote retention.
- Participate in learning activities locally and nationally to enhance the overall objectives of the programme.
- The post holder will be responsible for maintaining computerised and paper based records.
- The post holder will be responsible for ensuring that all practices are evidence based.
- The post holder will provide appropriate flexible and accessible support to colleagues.
- Promote cultural understanding.
- To deliver a service which is equitable, evidence based and consistent with recommendations in relation to national standards of quality in practice e.g. NICE, CQC.
- To maintain a professional attitude at all times, promoting positive learning and working relationships, towards a culture of compassion, respect and service wide ownership of striving for excellence.
- To participate in the production and dissemination of multidisciplinary guidelines, policies and care pathways that are evidence based. To represent the service on relevant working parties, and specialist interest groups as required by the management team.
- To facilitate the resolution of difficult situations involving patients, relatives or visitors, to use managerial skills to diffuse volatile situations to reduce violence, aggression and threatening behaviour, verbal complaints and/or issues in relation to clinical or professional matters.
- Participate in informal and formal complaints handling processes with the support of the management team.



- To lead or participate in the recruitment, selection and induction of staff.
- Participate in staff development by undertaking appraisals.
- Maintain a close liaison with the recruitment team, organizing local orientation packs for new starters and orientating them to the ward areas.
- Ensuring new starters are booked for mandatory study days and induction programme.
- Ensure new starters are aware how to create a profile ID and complete statutory and mandatory training on wired.
- Be responsible, for ensuring new staff adhere to the infection prevention and control Trust policies and they are aware of their responsibilities in regard to infection prevention and control.
- Ensure that infection prevention and control forms part of staff orientation.
- Work collaboratively with the patient experience & safety midwives and governance team to build learning from incidents into educational approaches and programs to improve safety and quality.

6. Overview of Responsibilities

Knowledge & Skills Framework Core Dimensions:

6.1 Communication – Core Dimension Level 3

Develop and maintain communication with people about difficult matters/and/or in difficult situations

- Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the interdisciplinary team.
- Skilled in communicating with a range of people on a daily basis some of who may have communication barriers.
- To be responsible for disseminating Trust policies and information as required.
- Provides feedback to other workers on their communication at appropriate times
- A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care
- The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.
- Keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures



6.2 Personal and People Development – Core Dimension Level 3

Develop one self and contribute to the development of others

- Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.
- Engages in the mentorship/preceptorship programme either as a Preceptor or a Preceptee.
- Act as a role model to others in the team.
- Demonstrate specialist skills and knowledge in their own area of clinical practice.
- Improves clinical practice through reflection with self or others.
- Influence the development of knowledge, ideas and work practice.

6.3 Health, Safety and Security – Core Dimension Level 2

Monitor and maintain health safety and security of self and others.

- The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures
- The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998)
- The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment
- Report risk in a timely fashion through IT and implement action to remove risk if possible
- When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of pat slide
- Takes appropriate action to manage an emergency summoning assistance immediately when this is necessary.
- Works in ways that minimise risks to health, safety and security.

6.4 Service Improvement – Core Dimension Level 1

Make changes in own practice and offer suggestions for improving services

- Participates in the promotion of the maternity Philosophy of care and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice.



- Develop skills in accordance with the expanded role relevant to the post holder's clinical area e.g. perineal suturing, cannulation etc
- Develops knowledge, understanding and application of their personal leadership skills.
- Co-ordinates the activities of the clinical area when required.



6.5 Quality – Core Dimension Level 3

Contribute to improving quality

- Observe the midwives rules and standard as laid down by the NMC and in liaison with the Professional Midwifery Advocates; ensure these are adhered to by members of the team. Maintain and develop professional knowledge and competence in accordance with NMC guidelines.
- Participates in research, audit and quality initiatives.
- Assist in the development of policies and guidelines pertaining to area of work and ensure that members of the team carry out practice within these guidelines
- Each midwife is responsible and accountable for the care she/he gives to women and their babies thus maintaining autonomous contemporaneous practice.
- Demonstrates knowledge and skills related to evidence based practice.
- Uses and maintains resources efficiently and effectively and encourages others to do so.
- Monitors the quality of work on own area and alerts others to quality issues.
- It is the midwives responsibility to maintain their revalidation documentation.

6.6 Equality and Diversity – Core Dimension Level 2

Support equality and value diversity.

- The post holder must at all times carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy
- Identifies and takes action when own or others' behaviour undermines equality and diversity
- Take account of own behaviour and its effect on others

6.7 Promoting of health and wellbeing and prevention of adverse effects on health and wellbeing – S. Dimension Level 2

Plan, develop and implement approaches to promote health and wellbeing and prevent adverse effects on health and well-being.

- Plan, develop and implements health promotion activities in accordance to local/national guidance to meet individual patient needs. Evaluate patient care and make change as necessary
- Participate in the provision of parent education



- Give appropriate advice/counselling to women and their partners regarding all aspects of care e.g. smoking cessation advice, breast feeding, screening etc.
- Participate in collaborative decision making within the multidisciplinary team.

6.8 Assessment and care planning to meet health and wellbeing needs – S. Dimension

Level 3

Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs

- To provide individualised care that is evidence based.
- Identifies deteriorating patients and takes appropriate action.
- Safely administers prescribed medication and monitors effects.
- Ensures documentation is accurate and up to date.
- Demonstrates an enquiring approach to patient care.
- Ensure screening samples are taken to the laboratory and results are followed up and acted on appropriately

6.9 Protection of health and wellbeing – S. Dimension Level 2

Contribute to protecting people at risk

- Assessment of patient at risk e.g. domestic violence, child protection etc.
- Work with the multidisciplinary team to plan, implement and evaluate care for patient at risk and make changes as necessary
- Participates in meeting the needs of patients/unborn child and carers
- Ensures documentation is accurate and up to date
- Ensure there is a working multidisciplinary care plan in place at all times
- Compliance with infection control policies and participate with the infection control team, ensuring good cleaning standards are maintained.



6.10 Enablement to address health and wellbeing needs – Specific Dimension Level 4
Empower people to realise and maintain their potential in relation to health and wellbeing

- Educates patients, relatives and staff as necessary
- Ensures patients' views are taken into account in the decision making process
- Participates in collaborative decision making within the nursing team
- Participates in meeting the health education and promotes the needs of patients and carers

6.11 Information Collection and Analysis – Specific Dimension Level 2

Gather, analyse and report a limited range of data and information

- Demonstrates an understanding of research and development and how this influences nursing practice.
- Input patient data in the correct form and manner whether this be primary or secondary information onto the supporting computer system.
- Analyse and report information provided through appropriate clinical equipment and act upon this gathered information (e.g. blood pressure monitoring)
- Maintain the integrity of information using agreed methods and procedures.
- Reports the data/ information clearly in the required format and at the time agreed.

7. Effort, skills and working conditions

Physical skills	Physical ability to use the tools and equipment required as part of the role. High degree of precision and high levels of hand eye and sensory co-ordination are essential.
Physical effort	Ability to care for pregnant women through antenatal labour and post natal period.
Mental effort	Responding to unpredictable work patterns, interruptions and the need to meet deadlines.
Emotional effort	Ability to cope under pressure
Working conditions	Highly demanding unpredictable workload



8. Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

9. Personal development and training

Barts Health NHS Trust actively encourage development within the workforce and employees are required to comply with trust mandatory training.

Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organisation. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.

10. Health and safety at work

The post holder has a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in infection prevention and control (IP&C) and be compliant with all measures required by the trust to reduce HCAIs. All post holders must comply with trust infection screening and immunisation policies as well as be familiar with the trust's IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge noncompliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

11. Confidentiality and data protection

All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary).

12. Conflict of interest

The trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests in the course of their NHS duties.



13. Equality and diversity

The trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

NHS Managers' Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). www.nmc-uk.org/

14. Budgetary management

If you have responsibility for a budget you are expected to operate within this and under the trust's standing financial instructions (available in the intranet's policies section) at all times.

15. Barts Health values based leadership

Our leaders ensure a focus on health where patients are at the centre of all we do. They work to create a culture where innovation is promoted and encouraged. They lead by example and demonstrate value based decision making as being integral to the ways of working within the Trust.

Barts Health leaders are role models who demonstrate those attitudes and behaviours which will make us unique. Our leaders are passionate about delivering high quality patient care, take pride in the work that they do to and are committed to the delivering the Barts Health NHS Trust 10 pledges of:

1. Patients will be at the heart of all we do.
2. We will provide consistently high quality healthcare.
3. We will continuously improve patient safety standards.
4. We will sustain and develop excellence in research, development and innovation.
5. We will sustain and develop excellence in education and training.
6. We will promote human rights and equalities.
7. We will work with health partners to improve health and reduce health inequalities.
8. We will work with social care partners to provide care for those who are most vulnerable.
9. We will make the best use of public resources.
10. We will provide and support the leadership to achieve these pledges.



Our leaders are visible leaders who believe in spending time listening and talking our staff, patients and partners about the things that are important to them and the changes they would like to make to continuously improve patient care.

Barts Health leaders work with their teams to develop organisational values, embed them in our ways of working and create the cultural changes required to ensure that we consistently provide an excellent patient experience, regardless of the point of delivery, in an environment where people want to work, regardless of where they work or what they do.

16. Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant.



Person specification

Post	Practice Development Midwife for Recruitment and Retention	Band:	7
Dept/ward	Maternity Newham University hospital		

Essential defines the minimum criteria needed to carry out the job and the job cannot be done without these.

Desirable refers to criteria which are not essential and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken into consideration in a job evaluation panel.

Essential = E Desirable = D	E or D	Application form	Interview
Qualifications and knowledge <ul style="list-style-type: none"> ○ Educated to degree level. ○ Trained to Practice Assessor level. ○ Evidence of continued professional development. ○ Leadership Course/Development Programme. ○ Post Basic Qualification relevant to area of practice. ○ Working at masters' degree level or undertaking a masters course 	E	X	
	E	X	
	E	X	
	D	X	
	D	X	
	D		



Essential = E Desirable = D		E or D	Application form	Interview
Experience	○ Minimum 3-5 years in Midwifery	E	X	X
	○ Recent clinical experience in the relevant area of practice	D		
	○ Experience of change management and service improvement	D	X	X
	○ Experience of collaborating with a multi-professional team	E	X	X
	○ Experience of reflective practice	E	X	X
	○ Ability to present and teach in classroom setting	E		X
	○ Experience with teaching in the clinical setting	E		X
Skills	○ Excellent presentation and interpersonal skills	E	X	X
	○ Able to work under pressure and priorities care	E	X	X
	○ Computer skills	D	X	X
	○ Effective negotiation & persuasion skills	E	X	X
	○ Developed skills in audit and research	E	X	X



	<ul style="list-style-type: none">○ Proficient clinical skills	E	X	X
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Essential = E Desirable = D		E or D	Application form	Interview
Personal and people development	○ Demonstrates enthusiasm towards teaching and sharing knowledge	E	X	X
	○ Understanding of Knowledge & Skills Framework and ability to identify learning needs and interests	E		X
	○ Up to date in all current issues related to professional midwifery practice and health service management	E		X
	○ Positive and flexible style and approach	E		X
	○ Self-motivated and able to work under own initiative	E		X
Communication	○ Excellent interpersonal and communication skills	E		X
	○ Developed facilitation skills	E	X	X
	○ Developed communication skills, both verbal, written and presentation	E		X

Update by AA April 24

