

JOB DESCRIPTION

JOB DETAILS

Job Title:	Midwife
Band:	6
Hours:	According to Contract
Department / Ward:	Maternity
Base:	Community/Hospital based Across the sites Royal Sussex County Hospital, Princess Royal Hospital, Worthing Hospital and St Richard's Hospital
Division:	Specialist

Accountable to:	1. Matron - Midwifery Hospital 2. Head of Midwifery 3. Labour Ward Co-ordinator and Ward Leads
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ROLE SUMMARY

To Provide a high standard of Midwifery care to women before during and following childbirth in both Acute and Primary Care Settings according to UHSussex Policies and Standards

As a qualified midwife the post holder will be required to provide the necessary supervision, care and advice to women during pregnancy, labour and the postpartum period, to conduct deliveries under their own responsibility and care of the new born.

Work autonomously in accordance with the Nursing & Midwifery Council's "Midwives Rules" and Trust Guidelines.

The post holder will be required to participate in their continuing professional development and other development activities including preceptorship

The post holder requires effective communication skills and an ability to provide support for the Co-ordinators to ensure effective core team working

DUTIES AND RESPONSIBILITIES

1 CLINICAL

- Take full responsibility for assessing, planning, implementing and evaluating Midwifery care consistent with evidence based practice for mothers, babies and families.
- Discuss options and support parents in making informed choice in their plan of care such as Birth plans, pain relief, infant feeding, baby care, return to work and family planning.
- Discuss options and support parents in making informed choice in the period following birth.
- Analyse and evaluate the effectiveness of such care, making necessary modifications of any midwifery care pathway and giving professional advice and support as required.
- Act as the clients advocate and empower them to promote their own health and well being.
- Respect the need for privacy and dignity and obtain clients informed consent throughout the childbirth continuum.
- Refer clients to other practitioner's e.g. senior midwife, obstetrician, physiotherapist and paediatrician when needs and risks are beyond the post holder's scope of practice or require specialist input.

2 COMMUNICATION

- To work closely with other members of the maternity team to enhancing the patient experience.
- Communicate with a wide range of professional/non professional people/organisations to explore difficult issues and make complex decisions e.g. transfer of care, substance misuse and smoking, using assertiveness, tact, diplomacy and compassion.
- Communicate sensitively, bad/sad news to families in situations such as fetal abnormalities/death/stillbirth.
- Maintain accurate and legible care record in accordance with Trust and National Professional policies and guidelines.
- Undertake clinical and personal data collection and data input on multiple occasions throughout the day e.g. medical history, record of care.
- Utilise clinical support systems in accordance with Trust policies and guidelines.
- Ensure that essential information on the client's condition and progress is recorded appropriately according to NMC guidelines and the Data Protection Act 1998.
- Agree arrangements for communication with the client/ family/carer respecting and maintaining the client's right to confidentiality.

- Report all incidents, complaints or accidents to comply with Trust Guidelines and assist and support in the investigation and resolution of the same.

3 EDUCATION

- Identify the specific educational needs of individual parents and facilitate meeting those needs through the provision of specialist education, care and support.
- Participate/ teach Parent Education in accordance with Unit Guidelines.
- Teach parenting skills to new families.
- Support and teach parents the skills required to establish and maintain infant feeding.
- Undertake the responsibilities of a qualified mentor, in the support and development of students.
- Contribute to the development of positive learning environments for students and junior staff and meet the necessary standards for placement in both primary and acute settings.

4 PERSONAL/PROFESSIONAL DEVELOPMENT

- Is accountable for his/her practice and takes every reasonable opportunity to sustain and improve his/her knowledge and professional competence.
- Identify ongoing education needs and maintain own personal development in accordance with annual performance review and through Statutory supervision of midwives.
- Attend relevant educational activities, study days and training programs to maintain an appropriate level of clinical expertise.
- Build a professional portfolio of evidence of continuing education.
- Have excellent judgmental skills, utilising analysis, interpretation and comparison of a range of options e.g. ongoing education.
- Able to work within a team but equally to have autonomy and be able to work alone.
- Have highly developed practical skills with emphasis on precision, speed and accuracy e.g. neonatal resuscitation, suturing and taking blood.
- Act as a role model, supporting the professional development of students and junior midwifery /medical staff.
- Attend training sessions to comply with Statutory Training (manual handling, health & safety, COSSH) Mandatory Training (Fire, life support training) and CNST requirements. (e.g. CTG Training, Skills drills for emergency situations such as breech delivery, shoulder dystocia and haemorrhage).
- Be aware of and adhere to Trust infection control policy.
- Maintain high standards of personal appearance in accordance with Trust Uniform / Non uniform Policy.

5 PLANNING & ORGANISATION

- Prioritise workload maintaining service needs over a 24/7 period.

- Provide clear and concise handover to team members
- Monitor progress of work recognising changing priorities
- Implement corrective actions within own limits and ensure the relevant people are informed.
- Be prepared to act up in absence of area leader.

6 MANAGEMENT OF PEOPLE / CHILD PROTECTION

- Identify and manage challenging behaviours found in issues such as child protection, bullying and aggression both verbal and physical. Ensure that such situations are managed in a sensitive and professional manner facilitating the maintenance of good client/staff relationships.
- Utilise the appropriate analytical skills for assessing and advising clients and relatives in crisis situations both physical and psychological e.g. family break-up, premature birth domestic violence and severe maternal illness.
- Have a duty and a responsibility to protect and safeguard children, in accordance with National guidelines and local policies.
- Contribute to and participate in Multidisciplinary case conferences as required.

7 RESPONSIBILITIES FOR PHYSICAL AND FINANCIAL RESOURCES

- Ensure efficient and effective use of material resources, supplies and drugs.
- Responsible for the safe storage and handling of supplies and drugs, maintain accurate records of use where required.

8 PARTNERSHIP WORKING AND SERVICE DEVELOPMENT

- Embrace the public health agenda and support the delivery of local plans.
- Assist in implementation of changes in own area including ongoing evaluation of policies and procedures.
- Promote and raise public awareness of the midwifery profession.
- Awareness of Clinical Governance.
- Participate in clinical risk investigations and notification of risk factors.

9 PHYSICAL SKILLS

- Utilise the highly specialised physical skills and dexterity required to carry out maternal and infant physical care before during and following birth e.g. abdominal palpation, vaginal examination and newborn examination.
- Utilise highly specialised, physical skills and dexterity associated with emergency interventions and surgical skills e.g. suturing, newborn and adult resuscitation.
- Use appropriate physical effort to accommodate client choice of birth mode i.e. Water birth, squatting and other alternative birth positions.

10 MENTAL, EMOTIONAL AND PHYSICAL EFFORT

- Concentrate for long periods of time when supporting women physically and mentally e.g. during normal labour and longer periods in complicated labours.
- Supporting women in labour requires emotional effort by helping them maintain a positive attitude, by giving encouragement and reassurance.
- Provide a higher level of emotional support to parents in distressing situations such as child protection cases where the child is to be taken into care following

birth, where there is ongoing domestic violence or informing parents that their baby has died or has congenital abnormalities.

- Frequent need to bend, kneel, squat or stand for long periods of time when supporting mothers in labour and at the birth.
- To achieve successful breast feeding the midwife may have to sustain uncomfortable positions whilst leaning forward by the bedside or chair.

11 RESEARCH AND DEVELOPMENT

- Participate occasionally in local or national surveys/audits and in clinical trials being undertaken by the Trust.
- Undertake research/audits under the direction of the Directorate/Trust research and development guidelines.
- Be able to access information provided by the Trust library service.
- Be able to critically appraise information obtained from research papers.

12 WORKING CONDITIONS

- Unsociable hours on a regular basis including night duty.
- Direct contact on a daily basis with blood, vomit, excreta and other bodily fluids
- Direct daily contact with foul linen
- Work alone in isolated situations including at night
- Occasional exposure to aggressive physical/verbal behaviour
- Drive/be driven occasionally in emergency situations i.e. ambulance transfers.
- Cope with adverse weather and environmental conditions in the community setting.

13 EQUALITY & DIVERSITY

- Recognise the importance of the individuals rights and interpret them in a sensitive manner that is consistent with Trust procedures, policies and legislation.
- Challenge behaviour that infringes the rights of others.
- Identify and take action where necessary to address discrimination and oppression.

14 HEALTH & SAFETY

- Monitor and maintain health, safety and security of self and others within the team
- Identify and assess potential risks in work activities and help others in how to manage these risks appropriately
- Work within legislation and trust procedures on risk management, to implement the ethos of Clinical Governance
- Take immediate and appropriate action including supporting others to manage risks in relation to adverse incident reporting via the Trust reporting system
- Identify training needs in health & safety whilst identifying appropriate resources.

15 FREEDOM TO ACT

- Accountable for own professional actions undertaking all duties in accordance with the NMC Code of professional Conduct for the nurse, midwife and health visitor and the professional contribution to clinical governance.
- Guided by trust protocols and codes of conduct.
- Is not directly supervised.

COMPETENCE

- ◆ The post holder is required to participate in the Trust appraisal process and work towards meeting identified development needs.
- ◆ The post holder is required to demonstrate on-going continuous professional development.
- ◆ At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

REGISTERED HEALTH PROFESSIONAL

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holders responsibility to ensure they are both familiar with and adhere to these requirements.

RISK MANAGEMENT/HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

INFECTION CONTROL

Infection prevention and control is an essential aspect of patient care. All post holders have a personal obligation to act to reduce Healthcare Associated Infections (HCIs). They must attend mandatory training in infection prevention and control and be compliant with all measures required by the Trust to reduce HCIs. Post holders must be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, The Dress Code and Personal Protective Equipment Policy. Post holders who have clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures, for example the use of aseptic techniques and the safe disposal of sharps.

FLEXIBILITY STATEMENT

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. This job description will be reviewed periodically to take into account changes and developments in service requirements.

CONFIDENTIALITY

As an employee of this Trust you may gain privileged knowledge of a highly confidential nature relating to private affairs, diagnosis and treatment of patients, information affecting members of the public, personal matters concerning staff, commercial confidences of third parties, and details of items under consideration by this Trust. Such information should not be divulged or passed to any unauthorised person or persons, and the requirements of the Trust's Code of Conduct for Employees in Respect of Confidentiality, a copy of which is available from your Head of Department, must be adhered to with particular regard to the responsibilities of individuals and the Trust under appropriate legislation, notably the Data Protection Act. **Failure to comply with this requirement may constitute gross misconduct under the Trust's Disciplinary Policy which may lead to summary dismissal.**

Date Reviewed:

Agreed by:

Signed by Post holder.....

Date

Signed by line manager

Date

Date of next review:



University Hospitals Sussex

NHS Foundation Trust

PERSONAL SPECIFICATION

JOB TITLE: MIDWIFE
DEPARTMENT: MATERNITY

Area	Essential Requirements	Desirable	Measurement
Education / Qualifications	<ul style="list-style-type: none">Registered Midwife997/8 Mentorship Module or EquivalentDiploma or equivalent portfolio of evidenceEuropean Computer Driving Licence (ECDL) Modules 1,2,7 or equivalentCurrent UK Driving Licence	Degree Neonatal Advanced Life Support (NALS) / Advanced Life Support Obstetrics (ALSO) or equivalent LEO Child Protection Course	documents
Experience	<ul style="list-style-type: none">Post Registration Practice and relevant competencies.Proven skills and knowledge in all areas of clinical practice.		
Knowledge & Skills	<ul style="list-style-type: none">Good written and spoken English.A comprehensive understanding of own development and training needs.Demonstrates specialist expertise underpinned by theory.A clear understanding and application of the principles of professional accountability and confidentiality.Ability to provide care to women before, during and following birth.Proven Competency in Suturing/Cannulation/IV administration/Epidurals/Water Birth/Adult & Neonatal Resuscitation.Ability to recognise and analyse complex situations and or deviation		

	<p>from normal and act upon it.</p> <ul style="list-style-type: none"> • Knowledge of Risk management and child protection. • Ability to organise, prioritise and coordinate own work. • Evidence of involvement and leadership in teaching and mentoring learners. • Excellent communication skills both verbal and written. • Knowledge and understanding of Statutory Supervision. • Knowledge of Trust and local objectives. • Commitment to quality initiatives research and its application to practice. • Knowledge of equal opportunity issues • Motivated and able to work under own initiative. 		
<p>Abilities</p> <p>Physical</p> <p>Mental</p> <p>Emotional</p>	<ul style="list-style-type: none"> • Physically fit as determined by Occupational Health. • Good attendance record. • Exert and sustain moderate physical effort for long periods. • Ability to concentrate on the task in hand whilst responding to frequent unpredictable or changing needs in the clinical area. • Self motivated, enthusiastic and forward thinking. • Ability to sustain a high level of emotional effort on a daily basis. • A basic understanding of counselling skills • Able to provide emotional support to women and their families. 	Counselling skills	
Working Conditions	<ul style="list-style-type: none"> • Cope with exposure to unpleasant working conditions. • Tolerate periods of VDU equipment usage. 		
Flexible Working	<ul style="list-style-type: none"> • Able to work in acute setting, 		

	ensuring a 24/7 provision of care including night duty, weekends and Bank holidays.		
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University Hospitals Sussex
NHS Foundation Trust

Supplementary Job Description Information

Post Title: MIDWIFE

Ward/Dept and Site: MATERNITY

Date Completed: 29/03/2011

Please indicate in the boxes with a tick whether the post holder will be expected work in or be directly exposed to the following factors. **For all where “YES” is ticked the guidance document must be used to provide relevant details – a copy of which can be found in the Trust’s ‘Guide to writing/updating job descriptions. Person specifications and supplementary information’.**

Working Conditions	Yes	No	Details
Inclement weather	✓		When Working in Community Setting
Excessive temperatures			
Unpleasant smells/odours	✓		Nature of Job e.g. excrement, flatus and vomit
Noxious fumes			
Excessive noise &/or vibration			
Use of VDU more or less continuously			
Unpleasant substances/non-household waste			
Infectious Material/Foul Linen	✓		Following clinical procedures and Deliveries
Body fluids, faeces, vomit	✓		Following clinical procedures and Deliveries
Dust/dirt			
Humidity			
Contaminated equipment or work areas			
Driving/being driven in normal situations			
Driving/being driven in emergency situations	✓		Working in community Setting

Fleas or lice	✓		Following clinical procedures
Exposure to dangerous chemicals/ substances in/not in containers			
Exposure to aggressive verbal behaviour where there is little/no support	✓		Working with the general public in unpredictable circumstances
Exposure to aggressive physical behaviour where there is little/no support	✓		As above

Comments:

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<u>Emotional Effort</u>	Yes	No	Details
Processing (e.g. typing/transmitting) news of highly distressing events			
Giving unwelcome news to patients/ clients/carers/staff	✓		Death of Fetus, Death of Baby, breaking bad / sad news to patients, family members and staff
Caring for the terminally ill			
Dealing with difficult situations/ circumstances	✓		
Designated to provide emotional support to front line staff			
Communicating life changing events	✓		Confirming pregnancy and poor outcomes
Dealing with people with challenging behaviour	✓		
Arriving at the scene of an accident			

Comments:

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<u>Physical Effort</u>	Yes	No	Details
Working in uncomfortable/ unpleasant physical conditions			
Working in physically cramped conditions			

Lifting weights, equipment or patients with mechanical aids			
Lifting or weights/equipment without mechanical aids	✓		Moving equipment in and out of cars
Moving patients without mechanical aids			
Making repetitive movements			
Climbing or crawling			
Manipulating objects			
Manual digging			
Running			
Standing/sitting with limited scope for movement for long periods	✓		Supporting mothers During labour
Kneeling, crouching, twisting, bending or stretching	✓		Supporting mothers in labour and assisting with breast Feeding
Standing/walking for substantial periods of time			
Heavy duty cleaning			
Pushing/pulling trolleys or similar	✓		Moving beds, resuscitaires
Working at heights			
Controlled restraint i.e. jobs requiring training/certification in this			
Comments:			
<u>Mental Effort</u>	Yes	No	Details
Carry out formal student/trainee assessments	✓		Mentorship of students
Carry out clinical/social care interventions	✓		
Analyse statistics			
Operate equipment/machinery	✓		
Give evidence in a court/tribunal/ formal hearings	✓		
Attend meetings (describe role):	✓		
Carry out screening tests/ microscope work			
Prepare detailed reports			
Check documents			
Drive a vehicle	✓		
Carry out calculations			
Carry out clinical diagnosis	✓		
Carry out non-clinical fault finding			
Comments:			

<u>Freedom to Act</u>	Yes	No	Details
Does the post holder generally work with the supervisor/manager close by/available			
Does the post holder generally work with the supervisor/manager contactable by telephone or bleep	✓		
Is the post holder the lead specialist in their field			
			Less frequent (state how often)
How often on average is guidance/advice given	As required on a daily, weekly monthly basis		
How often is your work checked/monitored/assessed	As above		
Comments:			
Advice from manager on managerial matters rather than clinical.			

Please attach any additional information on a separate sheet.

Signed by post holder: _____ **Date**

Signed by line manager: _____ **Date**