

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Band 6 Midwife with an interest in Infant Feeding</b>	
<b>DIVISION:</b>	<b>Womens &amp; Childrens</b>	
<b>SALARY BAND:</b>	<b>Band 6</b>	
<b>RESPONSIBLE TO:</b>	<b>Band 7 Infant Feeding Lead</b>	
<b>ACCOUNTABLE TO:</b>	<b>Consultant Midwife</b>	
<b>HOURS PER WEEK:</b>	<b>30</b>	
<b>MANAGES:</b>	<b>Directly:</b>	
	<b>Indirectly:</b>	
<b>JOB SUMMARY:</b>  <p>To work as part of the Multi-professional team providing a high standard of antenatal, intrapartum and postnatal midwifery care to women and their families within the integrated maternity service. To rotate within all clinical areas within maternity services to support professional development and maintain safe standards of midwifery care in line with service provision.</p>		

**Date of the JD review:** 28.7.14

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time
- Confident because we are clearly **communicating**
- **Respected** and cared for
- **Reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

- Provide a high standard of midwifery care to mothers and babies during the antenatal, intrapartum and postnatal period.
- Take autonomous clinical decisions in an emergency to ensure safe outcomes for mother and baby
- Able to work as an autonomous practitioner in all aspects of midwifery practice
- Carry out risk assessments in the hospital, birth centres and community settings and safely manage obstetric and neonatal emergencies including emergency situations when medical help is not available
- Develop and maintain clinical competencies and be aware of current advances, expectations and needs of the service.
- Be responsible for the implementation of evidence based midwifery and medical practice.

### 2. RESPONSIBILITY FOR PATIENTS

- Manage complex situations sensitively and effectively. Process and manage complex information regarding client care where there are conflicts. Communicate effectively with multi-professional team and client. Manage language barriers by appropriate use/booking of link workers.
- Provide emergency cover if able, and at short notice, for unexpected absence/sickness across all services.
- Ensure that attitudes displayed by the staff towards anyone who enters the work area are courteous and helpful -maintain Trust Behaviour Standards

### 3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- Ability to prioritise workload and appropriate assess individual clients and service needs
- Establish a good rapport with mothers and their relatives
- Ensure clients satisfaction in relation to their care
- Provide preceptorship support to all new members of staff

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- Use of advocacy, counselling, negotiating and liaising skills between client and multidisciplinary team.
- Use appropriate physical skills acquired through experience and/or education
- Maintain the custody of drugs and medicines according to the Misuse of Drugs Act.
- Participate in internal rotation to day and night duty within any clinical area of the Midwifery Service across all sites as defined in off duty rotas. For Community, this will include full 'on call' rota to cover the community and Birth Centres
- Make suggestions for and co operate in improvements planned for the service
- Awareness of Trust's Complaints Policy and take appropriate action when required.

#### **4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- Organise the reception, care and transfer of clients
- Responsible for appropriate use of equipment and identification of resources needed
- Be competent in using the Trust's electronic Maternity Information systems and, for community midwifery practice, the Community Midwifery Information System (CMIS)
- Support clinical areas' team leaders to maintain the appropriate use, ordering and maintenance of equipment/computer consumables and identification of resources needed. Checking equipment on a regular basis.

#### **5. RESPONSIBILITY FOR LEADING AND MANAGING**

- Giving midwifery advice and education to pregnant women in antenatal education classes and on a one-to-one basis
- Have knowledge of the processes and frameworks in place for Midwifery Supervision
- Undertake such duties as may reasonably be required at any of the Trust's establishments
- Maintain awareness of current NHS developments, expectations and needs of the service.
- Maintain PREP requirements and access in-service training, ensuring attendance at all mandatory sessions.

#### **6. RESPONSIBILITY FOR INFORMATION RESOURCES**

- Giving midwifery advice and education to pregnant women in antenatal education classes and on a one-to-one basis Computer literacy for inputting epidemiological data, accessing research articles, electronic pathology and blood results. Awareness of the Data Protection Act and Freedom of Information Act
- Maintain and if necessary, improve communication channels and co-operate with other health professionals

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## **7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- Teaching student midwives, student nurses, medical students and HCA's in the clinical setting and expectant and new parents in the hospital and community setting.
- Participate in informal and formal research in accordance with professional and service developments
- Undertake and participate in Clinical and Non-Clinical Audit
- Promote study identified from appraisal that will benefit the individual's professional development, and clinical area.
- Be responsible and ensure mandatory and statutory training is undertaken

## **GENERAL RESPONSIBILITIES**

### **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

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

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

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## **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures 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.)

## **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

## **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 aims 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.

## **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

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**No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

**Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,

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