

**FAMILY HEALTH DIRECTORATE**

**MATERNITY SERVICES**

**JOB DESCRIPTION**

|                                       |  |
|---------------------------------------|--|
| <b>JOB TITLE:</b>                     | Midwife – newly qualified in 18 months after attaining midwifery qualification   |
| <b>BAND:</b>                          | 5  |
| <b>REPORTS TO:</b>                    | Matron – Maternity Services  |
| <b>PROFESSIONALLY ACCOUNTABLE TO:</b> | Head of Midwifery  |
| <b>QUALIFICATIONS:</b>                | RM on Part 10 of the Register with current NMC registration  |
| <b>EXPERIENCE:</b>                    | Have successfully completed an agreed midwifery education programme and is registered as a midwife with the NMC.<br>Required to complete an agreed local induction programme and have a planned rotation throughout the unit with appropriate midwifery support. |

**CORE VALUES:**

- Commitment to the development of nursing within the clinical setting
- Commitment to working in a multi-disciplinary team
- Commitment to maintaining high standards of care in accordance with York Teaching Hospital NHS Trust policies and procedures.

**CORE BEHAVIOURS AND SKILLS:**

- Organisational skills
- Time management skills
- Team player
- Understanding of research based practice – research conscious
- Communication skills
- Ability to act professionally at all times

**CORE KNOWLEDGE AND UNDERSTANDING:**

- Understanding of the principles of patient centred care

## **JOB SUMMARY:**

The post-holder:

- Will work autonomously within locally agreed policies and guidelines, taking account of NMC and LSA Guidance in relation to practice.
- Is responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care to women and their babies throughout pregnancy, labour and the postnatal period.
- Is required to manage own workload and meet the needs of women and their babies under their care.
- Is required to support students including basic and/or post-basic students and support staff.

## **PRINCIPLE DUTIES/RESPONSIBILITIES:**

- 1) Ensure that all women and their families are given unbiased, up-to-date, evidence based information to make informed choices about their care and support them with their decision acting as their advocate.
- 2) To provide midwife-led care to low risk women, identify deviations from the normal and refer directly to the appropriate medical team.
- 3) Working as part of a multidisciplinary team, with supervision provide midwifery care to women booked for Consultant-led care. Communicate and liaise with team members to ensure that the women and their families receive optimum care that reflects their individual needs.
- 4) Communicate effectively with other health care professionals outside the team within health care or within other agencies as appropriate.
- 5) To ensure that the Midwife in charge is kept up-to-date with issues in relation to patient care and organisational difficulties.
- 6) Provide support to students in the clinical setting in liaison with their mentor/assessor.
- 7) Participate in the audit of clinical practice and research projects.
- 8) Work within agreed financial guidance and constraints and inform the relevant line manager of any matters in relation to budget management involving both staffing and non-staffing issues.

## **PRINCIPLE ACTIVITIES ANALYSIS:**

### **Professional**

- 1) Maintain a professional attitude at all times and develop the role of the midwife in the best interests of the profession and the women and in accordance with relevant NMC and LSA Guidance.

- 2) Be responsible for own personal professional development with attendance at study sessions or courses to meet the needs of the service and personal development plans.
- 3) Assist in the implementation of National, Regional and Trust Policies and in the development of local guidelines including involvement in training programmes to support their implementation.
- 4) Work within the National and Regional and local standards of midwifery practice following the framework for midwifery supervision laid down by NMC and LSA Midwifery Officer and implemented by the local Supervisors of Midwives.
- 5) Ensure that all record keeping reflects the information given, the women's choices, the care provided and meets agreed standards.
- 6) It is the postholder's responsibility to complete their preceptorship package, accessing learning opportunities to facilitate this.

### **Managerial**

- 1) Participate in the provision of appropriate midwifery cover to meet the needs of the service.
- 2) Liaise with the Ward or Department Manager to assist in the planning of the workload and staff levels for the identified level of work.
- 3) Assist in ensuring an effective two-way communication system within the Midwifery Service and with other professional groups and agencies involved in the provision of care to the women and their families.
- 4) Assist in the maintenance of standards of midwifery practice and monitoring of the same.
- 5) Assist in the dissemination of Trust/Unit Policy to all staff ensuring that they are conversant with the same.
- 6) Be aware of and abide by health and safety regulations including COSHH at all times.
- 7) To continue to develop clinical practice in accordance with the NMC and LSA Guidance.

### **Educational**

- Participate in the training of all students and support staff working with their named mentor/assessor.

### **Personnel**

- Participate in the induction of new staff, providing preceptor support as required.

All nurses and Midwives are expected to keep abreast of current trends and developments in medical and midwifery nursing practice. Post-holders are expected to attend and participate in relevant conferences and courses.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection and adult safe guarding knowledge, skills and practice required for the post and be aware of and comply with the Trust's child protection and adult safe guarding policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- Health & Safety: Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.
- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.

The post holder will uphold and support York Teaching Hospital NHS Foundation Trust in its goal to promote and embed diversity and inclusivity throughout the organisation. The post holder will, in support of The Trust's aims, ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list and it will be amended with discussion as necessary in the event of future change or experience.

Liz Ross

Matron Maternity Services

March 2011

Reviewed November 2014 by Chris Foster and Freya Oliver, Matron's for Maternity Services

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_