

**Maidstone and Tunbridge Wells NHS Trust  
Job Description**

**Job title:** Midwife

**Band:** Band 6

**Directorate:** Women's and Sexual Health

**Site:** Maidstone & Tunbridge Wells Hospitals

**Hours:** 37.5 hours per week

**Reports to:** Senior Midwife Band 7

**Accountable to:** Midwifery Matrons, Hospital and Community

**Job summary:** To actively participate in the 24 hour provision of flexible midwifery care, respecting individual needs and choices and to work in partnership with colleagues.

To deliver comprehensive midwifery care in acute and primary health care settings, embracing the continuity of carer workflow.

To be a competent and confident practitioner encompassing the full scope of midwifery practice by ensuring all aspects of care are achieved and being able to work in small teams that deliver a pathway of continuity for women and families.

To develop assertiveness skills, recognise the responsibility and accountability of one's practice ensuring it is reflective and evidence based. Monitor standards and quality of care in order to maintain consumer satisfaction.

To participate in the on call rota, working shifts and night duty as per service needs. Ensuring 24/7 service provision is maintained, flexibility in the workplace is expected.

**Working relationships:**

***Internal:***

Midwives, nurse and support staff  
 Senior Midwifery Team  
 Specialist Midwives  
 Neonatal staff  
 Safeguarding team  
 Department managers  
 Anaesthetic, Obstetric and Paediatric staff  
 Site Managers  
 Corporate departments such as Human Resources, Procurement

**External:**

Social Services  
GP's  
Health Visitors  
Children Centres  
University Representatives  
Students- midwives, medical & nursing  
Users of the service

**Budget responsibilities:** no budget responsibilities, but duty to maintain equipment and thoughtful use of resources.

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**Key result areas:**

To provide all aspects of midwifery care in all care settings and to actively participate in the development of midwifery within the Care Group.

To use initiative in all areas of work and be an innovative and enthusiastic practitioner.

To ensure effective communication between clients and professionals within the multidisciplinary team.

To be responsible for maintaining clinical competencies resourcing the Band 7 midwives, Matrons and other professional colleagues as appropriate.

**Accountability –**

- To show compassionate behaviour towards women and their families and ensure that any equality and diversity issues are respected and women and their partners are enabled to be partners in their own care
- Be a champion for midwifery led care.
- Adhere to the Nursing and Midwifery Council's (NMC) Code: Professional standards for practice and behaviour for nurses and midwives.
- Midwives must uphold the Code in order to remain on the register and practise as a midwife in the UK. The Code requires midwives to uphold the relevant laws of the country in which they practise, including any laws relating to the notification of births, stillbirths and deaths.
- To take responsibility for your own continuing professional development and revalidation as required by the NMC

- To be fully conversant and comply with Maidstone and Tunbridge Wells NHS Trust policies and procedures.
- Assure responsibility for the safe custody and administration of drugs, in accordance with the law, NMC and Trust guidance and policies.
- To have a clear knowledge of the Trust's clinical governance strategy and clinical risk management and participate in the investigation of incidents, accidents and complaints as required in accordance with the Trust's policies.
- To adhere to the Data Protection Act, Information Governance and the Duty of Candour.
- To be fully conversant and adhere to the Trust's Health and Safety procedures and to be able to act effectively at all times.
- Undertake own annual appraisal and agree professional development plan in line with set objectives
- Escalate concerns in a timely manner- either clinical or capacity issues
- To work with integrity and regards to MTW Trust values
- To work in line with the Better Births recommendations and support women with making informed choice about their care.

### **Communication and relationship –**

- The Band 6 will have excellent communication skills.
- There will be a need to communicate complex sensitive information to both staff and women.
- To work effectively in a small team.
- There will often be barriers to understanding which the Band 6 will be expected to manage confidentially and appropriately. This will include discussion and advice to enable women and their partners to make informed choices about plans of care. This also includes Pre-conception discussion, bereavement during or after pregnancy as well as dealing with Child Safeguarding issues, Domestic Violence, Mental Health and Social Services referrals.
- They will be required to liaise with the multidisciplinary team when making decisions on the woman's and/or baby's care, he/she will also be required to

ensure effective communication exists to ensure that clients, relatives and visitors to the department have the optimum care.

- The Band 6 will also act as a host to visitors to the department thereby raising the profile of the Trust.
- Have a wide knowledge of the NHS and other agencies
- There will be a need to communicate complex information to both staff and women

### **Planning and organisational –**

- You will be required to make timely and accurate decisions regarding the women and babies and staff in your care. You must also be able to recognise when to refer to your peers, or request advice of senior colleagues/medical staff.
- To participate in on call rota, working shifts and night duty as per the needs of the service.
- Ensuring 24hr maternity service provision within Care Group.
- Effective time management
- Manage your own caseload of women in an acute/community setting
- Ward management experience is desirable

### **Responsibility for policy/service development –**

- To participate in the provision of dynamic teaching programmes in clinical practice, in service training and parent education.
- To be responsible for your own professional and personal development.
- To mentor new staff and students, liaising with other appropriate professionals as required.
- To participate in peer review and clinical audit in order to promote effective midwifery practice.
- To demonstrate a commitment to developing research skills and participate as appropriate in research projects being undertaken within the maternity service.

### **Management responsibility –**

- To be able to take responsibility of a clinical area when required.
- To effectively co-ordinate workload ensuring a cohesive, supportive team.
- To develop leadership skills within the maternity services.
- To ensure health and safety and welfare of colleagues, women and their families.
- To participate in relevant meetings ensuring information is disseminated to colleagues as applicable.
- To support senior midwives in carrying out effective care provision including monitoring of resources and equipment within an agreed budget ensuring value for money.
- To actively participate in the development and formulation of evidence based guidelines.
- To support the senior midwives in carrying out appraisals.
- To participate in management of annual leave and duty rotas of staff working within the practice area ensuring effective cover at all times
- To recognise and develop coping strategies in order to deal with stressful situations.
- To develop team building skills to ensure cohesion within the practice area

### **Physical effort –**

- There is a frequent requirement to exert moderate physical effort for long periods during a shift.

### **Mental and emotional effort –**

- Frequent requirement for concentration, where the work pattern can be unpredictable and actions are consequential
- Frequent exposure to distressing or emotional circumstances.

### **Responsibility for R&D –**

- To participate in audit and clinical trials as determined by others.

### **Working conditions –**

- Frequent exposure to unpleasant working conditions e.g. verbal aggression, body fluids, etc.
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**General –**

- To work within the framework of the NMC Rules and Codes of Practice and carry out effectively the statutory duties of a midwife ensuring that autonomous evidence based practice is maintained.
  - To comply with Maidstone and Tunbridge Wells NHS Trust policies and procedures.
  - To take responsibility for your annual appraisal and statutory requirements under PREP.
  - To have an understanding of the Trust's clinical governance strategy and participate in the investigation of incidents, accidents and complaints as required in accordance with the Trust's policies.
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**Job description agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.



**Maidstone and Tunbridge Wells NHS Trust**

**Midwife  
Person specification**

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• RM and eligible to practice.</li> <li>• Evidence of further study and development of professional and academic skills.</li> </ul>	<ul style="list-style-type: none"> <li>• To have obtained or be studying at diploma level.</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of recent Government/Professional documents with awareness of implications to service provision.</li> <li>• Able to demonstrate motivation to maintain professional development.</li> <li>• Ability to work within acute and primary health care settings.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous community and hospital experience.</li> <li>• Ability to use flexible innovative approaches to practice tailored to meet the clients' individual needs.</li> <li>• Knowledge of change management theories and their impact.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> <li>• A positive approach to change.</li> <li>• Act as mentor to both qualified midwives and students encouraging evidence based practice.</li> <li>• Ability to exercise professional accountability and autonomy.</li> <li>• Ability to act effectively within a multi-disciplinary team. Ensuring collaboration across professional boundaries.</li> <li>• Able to recognise own limitations in order to seek advice appropriately.</li> <li>• Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of quality assurance.</li> <li>• Be able to prioritise own workload.</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Able to work flexible hours to meet service needs.</li> <li>• Ability to travel across sites in a timely manner.</li> </ul>	