

<b>Job Title:</b>	Band 6 Diabetes Midwife
<b>Directorate:</b>	Maternity Services
<b>Department:</b>	Maternity
<b>Responsible to:</b>	Lead Diabetes Specialist Midwife
<b>Pay Band:</b>	Band 6
<b>Location:</b>	Birmingham Women's and Children's NHS Foundation Trust. Birmingham Women's Hospital
<b>Hours of Work:</b>	25hrs
<b>Contract:</b>	Substantive
<b>On call requirement:</b>	No
<b>Disclosure required:</b>	Standard
<b>Professional Registration:</b>	Yes – must be NMC registered.



## **JOB PURPOSE**

The post holder will be responsible for working closely with the diabetic maternity services to provide care to women with diabetes in pregnancy and the postnatal period. The post holder will be expected to work in the midwife led clinics, consultant led clinic and practice in line with evidenced based care. The post holder will also be required to offer clinical advice to women newly diagnosed with gestational diabetes and appropriately refer for continued care in the diabetes antenatal clinics.

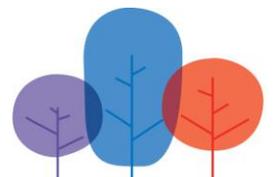
Additionally, the successful midwife will provide in-patient diabetes support across all areas of the Maternity Directorate, and provide management cover for the diabetes service in the absence of the DSM's.

The role will also include being actively involved in supporting the DSM's to plan and arrange diabetes education updates for midwives and junior doctors, participate in local and national audits, and develop diabetes care pathways and guidelines.

## **DUTIES AND RESPONSIBILITIES**

### **CLINICAL**

1. To support the Diabetes Specialist Midwives to provide specialised diabetes support and midwifery care, advice and support to women with pre-existing and gestational diabetes in the consultant and midwife led clinics and across the wider maternity directorate. To offer continuity of care to women and their families.
2. To provide education and support to women newly diagnosed with gestational diabetes and arrange appropriate follow up and care.
3. To provide education and support to women and their families regarding the safe practice of administration of insulin when prescribed by a doctor or non-medical prescriber.
4. To support the Diabetes Specialist Midwives in delivering telephone, one to one or remote review of diabetes control and refer as appropriate.
5. To be responsible for the maintenance and development of her/his own clinical skills including mandatory training.



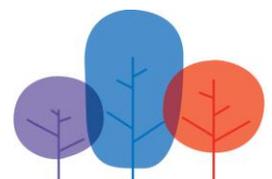
6. To support the development of midwifery practice and new roles within the service.
7. To assume responsibility for the safe custody and administration of drugs in accordance with the Trust Policies and Statutory Rules and Regulations.

### **PROFESSIONAL**

- 1 To observe the Code of Conduct as laid down by the NMC.
- 2 To work within the policies and protocols of Birmingham Women's and Children's NHS Foundation Trust and enable all members of the midwifery team to carry out care within these guidelines.
- 3 To maintain effective communication and working relationships within the team and between the team and other Health Care Professionals.
- 4 To be responsible for the maintenance and development of her own clinical skills and maintain PREP requirements. Including attendance at Trust mandatory training.

### **CLINICAL GOVERNANCE**

- 1 To ensure that midwifery practice is in keeping with current research by assisting in the development of an evidence based culture and implementation of research and evidence based protocols and guidelines.
- 2 To assist in the maintenance, monitoring and evaluation of standards of care within the midwifery team and to assist in the implementation of recommendations from Government or Professional bodies and Patient Charter Standards in relation to maternity care.
- 3 To assist in the development of Health and Safety standards and the monitoring of these standards, ensuring that Trust policies are adhered to and equipment is used correctly and in accordance with the Health and Safety at Work Act.
- 4 To participate in local and national clinical audit.
- 5 To assist in the achievement and monitoring of quality standards as stated within Essence of Care.
- 6 To participate in clinical incident reporting and facilitate changes to reduce risk.



- 7 To assist and support the continual review, development and improvement of maternity services.

### **EDUCATION**

- 1 To participate in the teaching, preceptorship and mentorship of all students and new members of staff who join the team.
- 2 To participate in meeting the training needs of other midwives, students and support staff. By providing a suitable learning environment and by engaging in clinical teaching where appropriate.
- 3 To participate in the teaching and preparation for parenthood.

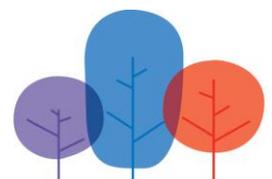
### **MANAGEMENT**

- 1 To maintain a good rapport with mothers and visitors to the Trust and facilitate this approach within the team.
- 2 To assist the Band 7 DSMs in the co-ordination of the clinical activities of the team and to act up for them when required following appropriate training.
- 3 To assist with orientation programmes which familiarise new members of staff to the team.
- 4 To carry out regular Staff Appraisals of Band 5 midwives, midwifery assistants and clerical staff under the direction of the Lead DSM.
- 5 To maintain diabetes stores and equipment and ensure it's proper use.
- 7 To report complaints, incidents and accidents to the Lead DSM Band 7 and assist in their investigation and resolution.
- 8 To record and submit clinical activity and information as requested.

### **GENERAL**

To carry out any other reasonable duties as may be required, which are commensurate with the grade and nature of the post, to meet the needs of the service. This will include cover of appropriate duties during the absence of colleagues.

This job description outlines the current and main duties and responsibilities of the post. Owing to the changing nature of the service, the duties and responsibilities within posts and the obligations placed upon post holders will inevitable vary and develop. In view of this, the job description will need to be reviewed and subsequently may be



altered. Any resulting changes will be subject to consultation with the post holder. There will be a regular review of this job description, which as a minimum will be carried out annually by the responsible managers and the post holder.

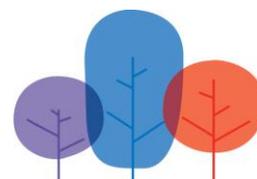
**Key Result Areas:**

- Participate in activities overseen by Professional Midwifery Advocates
- Attend all mandatory training.
- Participate annually identifying, developing and agreeing your own development plan with your Line Manager using the Trust Appraisal.
- Comply with all Trust policies, procedures and protocols.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from Line Manager whenever necessary.
- Maintain professional conduct including appearance at all times.
- Ensure maintenance of Professional Registration.

**Staff leadership and management will:**

Provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

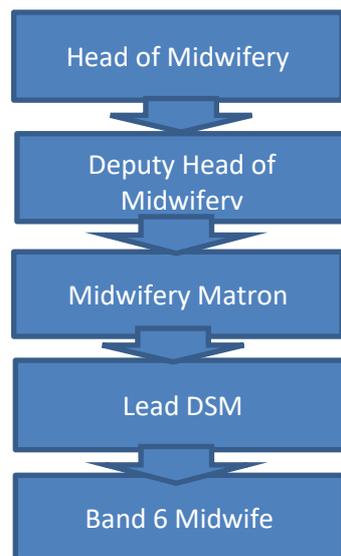
- Understand the Trust's key priorities and those of your Department and how these translate within your area/team.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are



treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

- Contribute to developing and maintaining equality of opportunity in working practices by complying with legislation and organisational policies. Advise colleagues about equality, diversity and human rights policies and procedures and ensure they are followed.
- Ensure that colleagues are treated fairly. Behave in a non-discriminatory way and challenge the discriminatory behaviour of others. Be supportive of colleagues or service users who wish to raise issues about discriminatory practice or experience.

#### Organisational Chart:



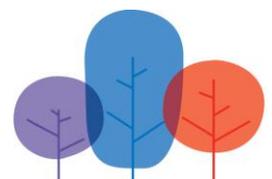
#### SUPPLEMENTARY DUTIES AND RESPONSIBILITIES

##### **HEALTH AND SAFETY**

You have a legal responsibility not to endanger yourself, your fellow employees and others by your individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

##### **CONFIDENTIALITY**

Attention is drawn to the confidential nature of the information collected within the NHS. The unauthorized use or disclosure of patient or other personal information is a



dismissible offence and in the case of computerised information, could result in prosecution or action for civic damage under the Data Protection Act 1998.

It is a condition of your employment that, should you come into possession of information relating to the treatment of patients or the personal details of an employee, you should regard this information as confidential and not divulge it to anyone who does not have the right to such information.

The Trust fully upholds the Caldicott Report principles and you are expected within your day to day work to respect the confidentiality of patient identifiable information.

### **INFECTION PREVENTION AND CONTROL**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work and must attend Infection Control training commensurate to their role.

### **MAJOR INCIDENTS**

In the event of a Major Incident or Pandemic you may be asked to carry out other duties as requested. Such requests would be in your scope of competence, reasonable and with staff side agreement. You would also be reasonably expected to participate in training for these infrequent events.

### **RISK MANAGEMENT**

The post-holder should be aware of the process for reviewing systems and improving them, in order to increase patient safety and improve the service provided by BCH. All staff (on permanent, temporary or honorary contracts) should have an awareness of the risk management processes and an understanding of risk management as part of the Governance agenda. This includes assessing, monitoring and managing all aspects of risk, including the planning and undertaking of any remedial action.

All staff should ensure they are aware of the Trust Risk Manual. All staff must be aware of their responsibility for reporting any adverse incidents, including “near miss” events, in accordance with the Trust’s Policy and guidance from the National Patient Safety Agency (NPSA).

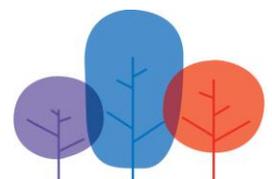
### **EQUALITY AND DIGNITY**

The post holder will be expected to adhere strictly to principles of fairness and equality in carrying out the role. At all times the post holder will be required to show respect for and maintain the dignity of patients, the public and work colleagues.

The Trust will not tolerate any form of bullying or harassment, violence or aggression against its employees.

### **SAFEGUARDING**

As a Trust employee you are required to comply with all legislation and guidance relating to safeguarding children and promoting their health and welfare. If you are



being investigated regarding child protection concerns, or become subject to such investigations, appropriate steps may have to be taken such as redeployment, increased supervision etc. and, depending on the outcome of the investigation, there may be implications for your continued employment. You are required to inform the Head of Child Protection Support Service if your own children are/become subject to child protection procedures. This information will be treated in a confidential manner.

### **COMMUNICATION (STAFF WITH SUPERVISORY/MANAGERIAL/LEADERSHIP RESPONSIBILITY)**

An integral part of the role of any manager or person with leadership responsibilities is to communicate effectively with their staff and colleagues. It is an expectation of this role that resources and time will be allocated to communicate fully with staff and involve them in the decisions affecting them.

Arrangements should be made to ensure that local and Trust wide matters are communicated and discussed via appropriate means i.e., team meetings, written briefings etc.

### **INDUCTION**

It is the responsibility of every employee to participate fully in induction.

A Trust wide induction course is held on the first and third Monday of each month and local induction will be provided within your own place of work.

### **APPRAISAL AND PERFORMANCE MANAGEMENT**

All staff will be expected to fully participate in the Appraisal/ Performance Management process. This obligation will include the preparation for and attendance at appraisal/performance management interviews and completion of the associated documentation.

For Consultant Medical Staff an annual appraisal and review of the Job Plan is a contractual requirement.

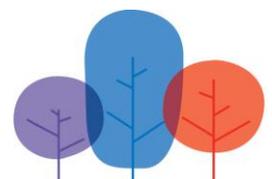
Failure to participate in any stage of the process will render the process 'incomplete'.

### **WORKING TIME DIRECTIVE**

The working Time Regulations 1998 require that you should not work more than an average of 48 hours each week, i.e. in a 17 week period no more than 816 hours or 1248 hours in a 26 week period. To work more you must have the authorisation of your manager and you must sign an opt-out agreement that you choose to work more.

Should you have more than one job with the Trust or have a job with another employer, then the total hours worked in all your jobs should not exceed the average of 48 hours as above. You are therefore required to inform your manager if you continue to work elsewhere and the number of hours you work, or if you take up work elsewhere during your employment with the Trust.

### **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 and 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.

### **NHS Pension Scheme**

Membership of the NHS Pension Scheme is voluntary and is open to any member of staff aged 16 years or over. This is a contributory scheme and both employee and employer pay contributions towards the benefits payable. On commencement of employment, employees are automatically made members unless they decide not to join and make alternative arrangements. Pension contributions are deducted direct from pay unless the Payroll Department is notified of an individuals intention not to join by the completion of form SD502.

Further information on the benefits of the NHS Pension Scheme will be given to new employees on commencement.

### **Staff Benefits**

A list of staff benefits is available from the Human Resource Department.

#### **Our mission:**

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

#### **Our vision:**

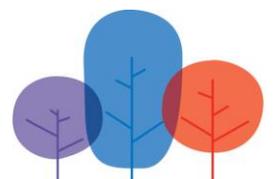
To be a world-leading team providing world-leading care.

#### **Our goal:**

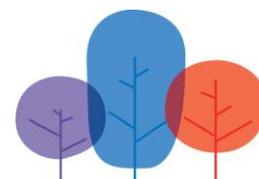
To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

#### **Our values:**

- Ambitious
- Brave
- Compassionate



Job Title:		Diabetes Midwife – Band 6.	
	Essential	Desirable	Evidence by
<b>A – Qualifications</b>			
What is the essential qualification for entry into this role and at what level?	Registered Midwife		A / C
Include relevant professional registration	NMC Registered Midwife		A / C / I / T
<b>B – Knowledge/Experience</b>			
What clinical knowledge/experience is required?	Clinical midwifery knowledge and experience in all areas.	High risk AN care.  Experience of giving health care education.	A / C / I / T
<b>C – Skills – for example</b>			
<ul style="list-style-type: none"> <li><b>Communication/Relationship skills:</b> Who do they communicate with and what communication skills are required?</li> </ul>	Excellent verbal and written communication skills with service users, colleagues, senior staff and other professionals in primary/acute care and agencies. Good team working		A / C / I / T
<ul style="list-style-type: none"> <li><b>Analytical &amp; Judgement skills:</b> What level of analytical skills will be required? What level of judgement will be needed and in what context?</li> </ul>	Good analytical skills. Ability to make swift appropriate decisions in an emergency. Able to make appropriate decisions regarding care planning		A / C / I / T
<ul style="list-style-type: none"> <li><b>Planning &amp; Organisational skills:</b> What planning responsibilities are required? E.g. planning major or straightforward projects, longer term provision of services, planning rotas, meetings</li> </ul>	Planning of clinic and service provision.	Evidence of project or service planning	A / C / I / T



<ul style="list-style-type: none"> <li><b>People Management/Leadership/Resources</b> What staff responsibilities will the post holder need to have? Will they be responsible for any resources (money, equipment, stock)? What is the level of responsibility?</li> </ul>	<p>Assist in maintaining good levels of equipment and pt resources.</p> <p>Maintaining internal and external audit.</p>		A / C / I / T
<ul style="list-style-type: none"> <li><b>IT skills:</b> What software experience will be needed? What experience will be needed in accessing information on data systems and for what purpose?</li> </ul>	<p>Good general IT skills</p>	<p>Knowledge of Badgernet and Lorenzo Software</p>	A / C / I / T
<ul style="list-style-type: none"> <li><b>Physical skills:</b> What physical skills are required for the post? E.g. manual dexterity skills for inoculations? Is there a requirement to use mechanical aids/manual handling techniques?</li> </ul>	<p>Able to provide all aspects of routine midwifery care.</p> <p>Able to teach home blood glucose monitoring and use equipment</p>		A / C / I / T
<b>D – Approach/Values</b>			
<ul style="list-style-type: none"> <li>Demonstrate alignment with the values and beliefs of the Trust</li> </ul>	<p>Able to evidence these values</p>		I
<ul style="list-style-type: none"> <li>Demonstrate an understanding of the practices of equality and inclusion in the delivery of this role</li> </ul>	<p>Able to evidence this understanding</p>		I
<ul style="list-style-type: none"> <li>Team working</li> </ul>	<p>Evidence of team working</p>		I
<ul style="list-style-type: none"> <li>Punctual and flexible across hours of work when required</li> </ul>	<p>Able to work within a system that provides a service as the workload demands. Must be flexible and adaptable.</p>		I

