



# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Labour Ward Coordinator
<b>Band</b>	7
<b>Hours</b>	Full time/part time
<b>Department</b>	Maternity
<b>Division</b>	Women's and Children's
<b>Location / Hospital Site</b>	Worthing Hospital (cross site working when required)
<b>Responsible for</b>	Band 5 and Band 6 Midwives, Health Care Assistants and MSWs
<b>Accountable to</b>	Senior Midwifery Manager, Head of Midwifery
<b>DBS Level</b>	Enhanced
<b>DBS Barring</b>	Children's & Adults'
<b>DBS Workforce</b>	Children's & Adults'

## Role Summary

- Creating an environment in which effective learning can take place
- Co-ordinating the involvement of the multidisciplinary team within designated areas.
- Work in partnership with a range of clinicians and managers in the planning or development of own service promoting the involvement of clients/public.
- Cascade information as appropriate to members of the team through internet, team briefings, newsletters and management meetings.
- Work closely with the senior midwifery manager to ensure information sharing regarding implementation of organisational objectives.
- Continuous responsibility for establishing systems and standards of communication for routine, complex and potentially stressful matters.
- Attend meetings as required and act as a representative of the unit.
- To provide clinical and professional leadership.
- To have oversight and ensure all safety checks are completed and submitted daily.
- Provide and facilitate the care of women with complex needs in partnership with the multidisciplinary team.
- Plan and implement individualised care whilst advocating for the women where necessary.
- Recognise, risk assess and report any deviation from the normal involving senior midwifery and medical staff.
- Take appropriate action in emergency situations and decide on the best course of action/treatment according to local policy.
- To support the development of midwifery practice and new roles within the service.
- In the absence of the Ward Manager offer support and advice to midwifery staff, in other areas in their clinical decisions.

- Lead by example, demonstrating a proven record of sound leadership, communication skills, management skills, courtesy, and diplomacy, when dealing with colleagues and the general public.
- To provide effective clinical leadership and support to all members of the multidisciplinary team.
- To utilise managerial and professional pathways within the organisation, to ensure the effective provision of a high quality service.
- Develop personal resource, to be a role model for the maternity services, show self-confidence and confidence in team. Maintain staff morale and promote good working relationships.
- Motivating staff, understanding the needs to motivate staff and identify various ways to acknowledge their efforts and achievements inspire through action and example.
- Articulate vision, communicate vision for maternity services, and encourage staff to take this view on
- To provide high quality evidence based midwifery care, for all women and babies.
- To support and empower women throughout the childbirth experience, providing information and choices enabling them to make informed decisions about their care.
- To act as an advocate for women, the infant and the family.
- To have expert clinical skills and ensure appropriate assessment, implementation and evaluation of care is achieved. Act as a resource for other members of the multidisciplinary team.
- To observe the Rules and Code of Conduct as laid down by the NMC.
- To contribute to the development of policies and guidelines, audit and research within maternity services, taking a lead role in the subsequent change process.
- Attend and participate in clinical governance meetings to promote good midwifery practice, learn from events and disseminate findings to colleagues.
- Develop and maintain knowledge of risk management and untoward incident reporting and policies and procedures.
- Participate in the reviews of clinical incidents and give feedback to individuals or groups on any recommendations.
- Participates in the development of clinical and educational guidelines and policies to improve clinical practice.
- Assist with monitoring quality of care in the maternity service and participate in audit programme as required.
- Work in collaboration with the Midwifery Lead for Risk Management to ensure compliance with CQC standards.
- To ensure effective and efficient use of all resources, including the deployment of staff, finances, equipment and services as required.
- Maintain a safe working environment, in line with Health and Safety requirements, ordering, maintaining, repairing and servicing of all equipment in conjunction with the Clinical Services Manager.
- To support the Senior Midwifery Team in ensuring that clinical standards are maintained, whilst working within the constraints of the budgets for human and other resources.
- To actively participate in the appraisals process and to promote a culture of lifelong learning.

- To be involved with recruitment, selection and appointment of new staff, providing orientation programmes within area of responsibility.
- Deputise for the Senior Clinical Midwifery Manager as required, for meetings and when on annual leave.
- To provide mentorship to midwives and students in a supportive environment for learning and development.
- To support and encourage on-going training for the support staff within the team.
- Liaise with the Practice Development Midwife working together to develop new staff initiatives.
- To investigate complaints and incidents supporting staff and assisting in preparation of statements to facilitate their resolution and dissemination of learning outcomes.
- To assist and undertake sickness reviews within line to trust policy.
- To take an active role in the recruitment, selection and retention of staff ensuring all new staff receive induction/orientation and appropriate paperwork is completed.
- To ensure data is recorded accurately and timely into maternity records and IT systems.
- Be accountable for the quality of information produced by staff within areas of responsibility (this includes those who may be acting as system managers for Trust clinical and non-clinical computer systems).
- Report non-compliance with the Data Quality Policy, erroneous production of data and any factors affecting the production of valid data to the Data Quality Manager.
- Have an awareness of research activity that is happening within the department and contribute to this research when appropriate.
- Be aware of new research and evidence based practice that could enhance the patient experience and patient care.
- To participate in clinical audit.

## Key Working Relationships

**Internal:** Ward Managers, Departmental Administration and Multidisciplinary Teams.

**External:** Service Users Key staff within other Trust Directorates, Children & Young Peoples Services, GP Practices / Ambulance Service / Social Services

## Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
  - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.

- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

## Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

## Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

## Workplace and Environmental Factors

<b>Physical</b>	Some heavy lifting is required. Making repetitive movements (keyboard use) Kneeling, crouching, twisting, bending or stretching (occasional frequency to reach some files and stock)
<b>Emotional</b>	Giving unwelcome news to patients/ clients/carers/staff Processing (e.g. typing/ transmitting) news of highly distressing events Dealing with difficult situations/ circumstances Designated to provide emotional support to front line staff. Communicating life changing events Dealing with people with challenging behaviour Arriving at the scene of an accident
<b>Mental</b>	Conduct formal student/ trainee assessments. Conduct clinical/social care interventions.

	Conduct clinical diagnosis. Conduct non-clinical fault finding. Operate equipment/machinery. Carry out screening tests/ microscope work. High level of concentration required. Frequency etc.
<b>Working Conditions</b>	Body fluids, faeces, vomit

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Qualifications</b>	Registered Midwife Educated to Degree Level  Evidence of professional development.  Assessor/mentorship course or equivalent  Evidence of continuous professional development	AF/I	Masters in Midwifery ALSO / NLS course Leadership / management course or equivalent	AF/1
<b>Skills</b>	Awareness and understanding of current national and local midwifery issues.  Knowledge of clinical governance and risk management  Evidence of having undertaken own development to improve understanding of equalities issues  Understanding of change management process.	AF/ I	Experience of using IT Systems in an Acute Trust  Able to obtain information using IT	AF/I

	<p>Evidence of leadership, management and/or team development at a clinical level</p> <p>Understanding of the role of the PMA</p> <p>Knowledge of HR policies including sickness management.</p> <p>Excellent communication skills</p> <p>Evidence of having undertaken own development to improve understanding of equalities issues</p> <p>Excellent leadership skills</p> <p>Ability to work under pressure.</p> <p>Ability to motivate others.</p> <p>Understanding of risk management</p> <p>Basic IT Skills</p>			
<b>Equality, Diversity, and Inclusion</b>	Evidence of having championed diversity in previous roles (as appropriate to role).	I		
<b>Specific Requirements</b>	<p>Extensive full time, or pro rata experience as a practising midwife in a clinical area.</p> <p>Aware of Sphere of practice</p> <p>Maintains NMC requirements.</p>	AF/ I		



	<p>Recordkeeping skills fulfil NMC requirements.</p> <p>Patient centred holistic care.</p> <p>Able to plan and risk assess care.</p> <p>Aware of Quality of Care and incident reporting</p> <p>Team player responses to service needs</p> <p>Contributes to improving services.</p> <p>Available for on-call duties</p> <p>Willing to work shifts/ days /nights/weekends/ bank holidays.</p> <p>Willing to work cross site if required by service needs.</p>			
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