

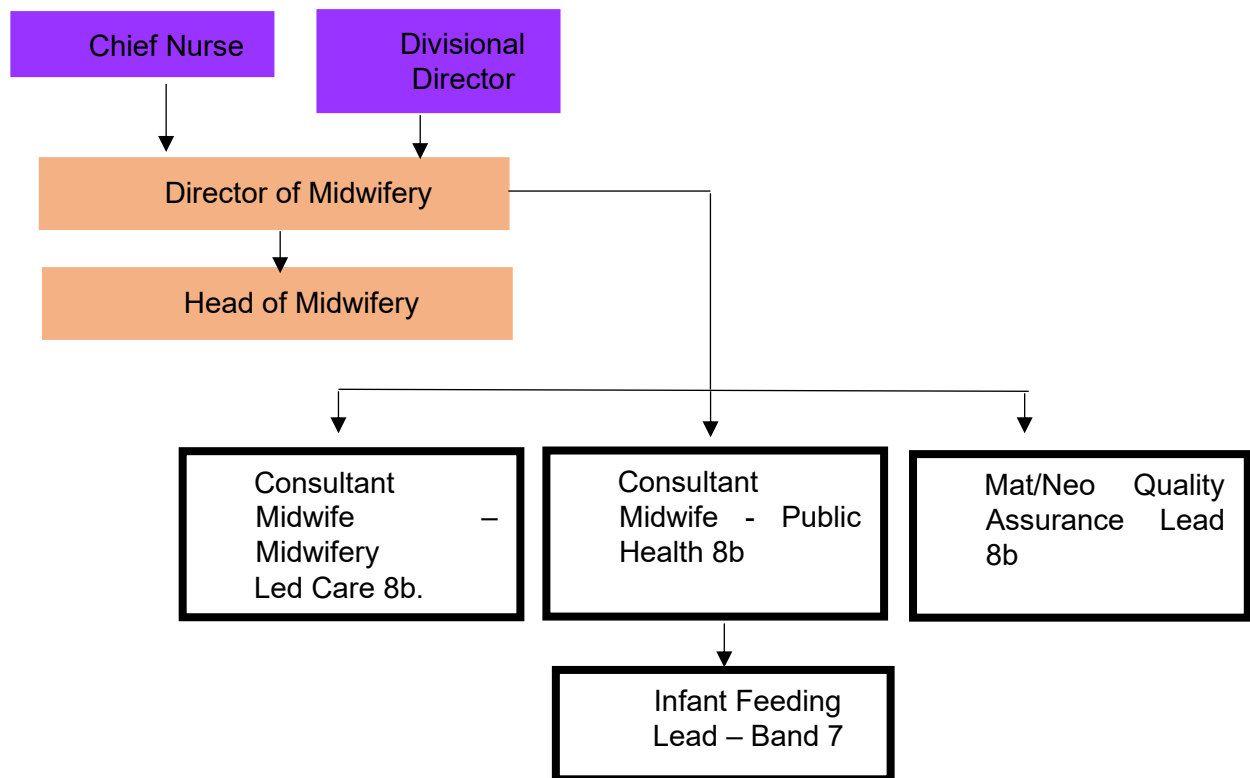


## JOB DESCRIPTION

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|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                               | Consultant Midwife for Public Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Department:</b>                              | Maternity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Division:</b>                                | Women's Health and Paediatrics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Band:</b>                                    | 8b                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Hours:</b>                                   | 37.5 hours per week<br>Participate in Senior Manager on Call rota                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Responsible to:</b>                          | Director of Midwifery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Accountable to:</b>                          | Director of Midwifery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Responsible for:</b>                         | Infant Feeding Lead                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Base:</b>                                    | Main base St Peter's Hospital, with requirement to work across both St Peter's and Ashford Hospital sites and within the community setting, to fulfil role, and working at any other Trust site as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Disclosure and Barring Service Required:</b> | Yes - Enhanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Job Summary:</b>                             | <p>This is a substantive post with the key purpose to ensure that a high level of intellectual and practice expertise is available within the senior midwifery team strengthening and enhancing the existing knowledge at consultant midwife level.</p> <p>The consultant midwife in public health, aligned with the ambitions of the Director of Midwifery and senior midwifery team, will drive forward, and evaluate changes in midwifery practice related to Public Health, to improve the quality of care for women and their families in line with national and local policy documents, inclusive of the 3-year delivery plan for maternity and neonatal services.</p> <p>They will also contribute to the Trust's Clinical Governance agenda and the maternity transformation requirements, particularly through the provision of advice and guidance on best practice and the support and development of staff.</p> <p>The midwife consultant post is characterised by the four principal role functions:</p> <ul style="list-style-type: none"> <li>• an expert practice function,</li> <li>• a professional leadership and consultancy function</li> <li>• an education, training, and development function</li> <li>• a practice and service development, research, and evaluation function</li> </ul> <p>The consultant midwife will spend 50% of time clinically facing.<br/>The balance of these functions may vary from time to time in consultation with the Director of Midwifery and the Heads of Midwives.</p> <p>The successful candidate will be an autonomous practitioner of midwifery utilising their expertise, a role model for midwives and reference for obstetric colleagues. They will become an integral part of the birth choices service, utilising excellent communication skills, and providing complex birth planning with women and birthing people.</p> |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | <p>The successful candidate will provide leadership where required and support the senior manager on call rota. The consultant midwife for public health is expected to act as an ambassador for the Trust's maternity service and uphold the Trust's 4 Ps for values and behaviours.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Key working relationships</b> | <p>Internally the post holder will develop effective working relationships with:</p> <ul style="list-style-type: none"> <li>• Director of Midwifery</li> <li>• Head of midwifery</li> <li>• Consultant Midwives</li> <li>• Obstetric and Neonatal Consultant Team</li> <li>• Maternity and Neonatal Matrons</li> <li>• Clinical Team Leaders</li> <li>• Women's Health and Paediatrics Governance Lead and Team</li> <li>• Wider Trust Leadership and Executive Team</li> <li>• Research &amp; Development Team</li> <li>• Communications Team</li> <li>• The wider multidisciplinary team as required.</li> </ul> <p>Externally this includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Colleagues in other NHS Trusts and organisations both across the Surrey Heartlands LMNS and the wider maternity system</li> <li>• Colleagues within commissioning and primary care</li> <li>• Consultant Midwife Network</li> <li>• MNVP</li> <li>• Women, birthing people, and their families</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Key Result Areas:</b>         | <ul style="list-style-type: none"> <li>• Undertake and provide diagnostics in terms of public health initiatives within the maternity service and develop a metrics of strengths and challenges. Thus, evidencing key areas for priority focus as per the maternity strategy.</li> <li>• Develop a robust understanding of the care needs of the local community by building a network with the local health care and social care system ensuring there is a midwifery contribution at policy, strategic, and political level.</li> <li>• Develop a public health component for the ASPH maternity strategy aligned with national drivers with utilising existing initiatives and creating new opportunities to influence the promotion of positive health, wellbeing, and a reduction in existing health inequalities.</li> <li>• Provide evidence that public health initiatives within the service are making progress towards achieving desired outcomes and ensure appropriate interventions are made where progress is delayed.</li> <li>• Working collaboratively with consultant midwife colleagues and the wider MDT, to ensure that women, birthing people, and families have an optimal experience in terms of promoting wellbeing, access to healthcare and screening, additional support when required and appropriate information and risk assessment to ensure informed choices at all points of access to maternity care.</li> </ul> |
| <b>Date of last review:</b>      | February 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## 1. DEPARTMENT ORGNISATION STRUCTURE CHART



## 2. MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

### Expert Midwifery practice and Service Development

The post holder will:

- The post holder will lead the strategic agenda in developing midwifery practice in public health initiatives collaborating inside and outside of the organisation external agencies.
- Continue to develop an understanding and knowledge of the key drivers and theories for change within the public health domain for midwifery and maternity services, the importance of implementation science and service evaluation so that the maternity service and midwifery agenda maintains a trajectory for improvement whilst reducing inequalities.
- Lead a focussed approach in areas where health inequalities and poorer outcomes are known to exist. Developing and enhancing clinical pathways that enhance and promote increased access to care and improved health outcomes for women, birthing people, and families.
- Support screening and immunisation services.
- Support perinatal mental health services.
- Lead on health promotion, representing the maternity and ASPH in trust wide and national forums.
- Lead on smoking cessation.
- Lead on Infant feeding.
- Lead the ongoing implementation of the Saving Babies Lives Care Bundle and ensure compliance is reported appropriately.
- Conduct consultant midwife clinics for debriefing and any request for birthing outside of guidance, ensuring correct governance is followed.
- Develop specialised programmes of care for women with complex needs.

- The Consultant Midwife will spend time within the clinical setting as an independent practitioner and will play a key role in working with colleagues within the multi-disciplinary team to drive continuous improvement using Quality Improvement Methodology
- Quality Improvement and Research will be a major element of the role and the post holder will play a leading academic role by publishing papers, and an active role at conferences relevant to the maternity public health and neonatal care agenda and secure suitable funding and effectively manage research projects within budget.
- Provide and receive highly complex, highly sensitive or highly contentious information where there are significant barriers to acceptance which need to be overcome using the highest level of interpersonal and communication skills, such as would be required when communicating in a hostile, antagonistic or highly emotive atmosphere.
- Develop care pathways that maximise health for women choosing to have care at ASPH, providing expert clinical advice and/or consultancy to all Medical and Midwifery staff to ensure best practice standards are met that will improve health outcomes and influence a reduction in interventions.
- Engage with key stakeholders in the identification of need and in the development of midwifery led environments which will include the implementation of clinical protocols, guidelines, and clinical competencies in line with national guidance and NICE.
- Play a leading role in service redesign, empowering midwives to meet the health and social needs of the local population in line with key objectives outlined in local and national policy documents.
- Lead on the initiation and review of the role of the Midwife in provision of services within the changing public health agenda and emerging health service policy and strategy.
- Work with the Director of Midwifery to ensure all local and national policy/strategic drivers are assessed, benchmarked, and implemented locally.
- Contribute to and influence the longer-term strategic planning for the Maternity Service in partnership with the Director and Heads of Midwifery, Clinical Director for Obstetrics & Gynaecology, Directorate Manager, Senior Midwives, Clinical Supervisors for Midwives, and other agencies.
- Have responsibility for formulating policies, procedures and protocols that impact across the midwifery service, this will also include the interpretation of national policies and providing advice on their implementation.
- Where necessary, challenge existing structures and identify organisational/professional barriers that limit/inhibit services and provide solutions to overcome these.

## **Professional Leadership and consultancy**

The post holder is expected:

- To provide visionary, inspirational leadership and inspire colleague, to improve standards and quality through developing professional practice.
- To demonstrate a thorough knowledge of key Public Health markers that impact on women's, Birthing people, and babies' wellbeing.
- To act as a role model for midwives, students, and junior medical staff, being accessible and available for advice, debriefing, and supervision.
- To provide clinical midwifery leadership at Ashford and St Peters hospital (ASPH) and in the community setting, facilitating practitioners to improve their practice and maintain competence by being clinically based 50% of the time.
- To lead midwives to build their confidence in evidence-based practice to empower them to challenge the traditional model and so change practice and inspire midwives and doctors to enhance the profile and practice of midwifery.
- To act as an expert advisor internally and externally within the remit of their professional role, including being an ambassador for the Trust's maternity service and promoting the Trust as a Centre of Excellence internally, regionally, and nationally.
- To be a member of appropriate meetings within the Trust as well as attend appropriate local Maternity System, Regional and National meetings.

- To work collaboratively with fellow consultant midwives and the Senior Management Team to develop and implement the maternity and midwifery strategy.
- To formulate appropriate contributions to policy/strategy documents aimed at improving outcomes for women and their families.
- To provide written reports/evidence outlining for managers his/her recommendations for best practice and act as a catalyst for change, leading and influencing development of policy, practice, and staff.
- To provide an expert view on Notifiable Clinical Events relating to midwifery.
- To communicate and maintain effective working relationships with a wide range of internal and external stakeholders and contacts.
- To demonstrate skills in negotiation, empathy and be able to communicate complex and highly sensitive midwifery information.
- To be an active member of the Maternity Voices Partnership and any other group where the post holder's input would contribute to maternity service improvements and improve patient experience.
- To be willing and open to develop relationships with Consultant Midwives at other organisations to facilitate peer support, learning and development. If an RCM member, consider membership of the Consultant Midwife Network
- To work with the clinical leads for obstetrics, anaesthetics, and neonatology to ensure a culture of learning, understanding and effective working relationships between staff groups.
- Reconcile views that differ on the best course of care for women and effectively communicate all clinical information within the service.
- Promote equality in care and practice by recognising, respecting, and meeting the needs and choices of individuals.
- To contribute to the senior midwifery manager on-call (SMOC) rota for the service

## **Education and Training function.**

The post holder will:

- Develop and sustain productive partnerships with the Workforce & Development Midwife for and the Higher Education Institutes (HEI's) attached to ASPH to promote the integration of theory and practice.
- Engage in curriculum planning for pre and post registration education for Midwives and Nurses and lecture on appropriate courses/modules.
- Develop and nurture professional education programmes for post registration midwives, thus encouraging lifelong learning.
- Act as an assessor, coach and mentor to junior staff and support their development.
- Utilise all opportunities in the clinical area to provide and share expert advice/practice with others. Ensuring assessment, critical analysis and synthesis of skills and knowledge to enhance care delivery.
- In partnership with the Director of Midwifery, Heads of Midwifery and the Practice Education Teams implement a schedule of education and training to maintain skills and ensure consistent, evidence-based practice.
- Contribute to practice development and the education and training of staff by providing expert knowledge and guidance, with the aim of improving practice and clinical and health outcomes for mothers and babies.
- Develop links with higher education institutions contributing to undergraduate and postgraduate programmes of education, and act as a teaching resource to ensure that the practice link is robust.
- Create and support a positive culture of learning environment, development, and celebration for qualified staff.
- Will enhance support to benefit students experience in an appropriate learning environment.
- Participate and support the Clinical Practice Educating team to provide staff Obstetric Emergency training.
- Continue own academic development by undertaking further relevant study.

## **Research, audit, and evaluation.**

The post holder will conduct research and audit in specialist area leading to the development of standards and guidelines for midwifery care. They will also maintain and promote links between practice and midwifery education, through an integrated approach, to enhance the academic and clinical experience of Student Midwives as the Midwives of the future.

The post holder is responsible for promoting evidence-based practice in maternity within the role and remit of public health.

This function will be exercised in a variety of ways:

- Role modelling.
- Supporting guideline development.
- Influencing medical and midwifery curricula.
- Encouraging and supporting reflective practice.
- Dissemination of research papers and by providing critique, interpretation, and evaluation of information from credible sources making informed judgements to make recommendations on improvements in practice.
- Undertaking audit and implementing change based on the findings.
- Review clinical data, analyse trends, and report on any clinical implications, and utilise this information for new services/redesign.
- The post holder will be expected to always advise managers on best practice and to highlight areas where practice change is necessary.
- Take a lead on ensuring that all clinical initiatives/developments are evaluated using robust data and the best available evidence.
- Initiate, undertake, co-ordinate, participate and support clinical research, working to secure partnerships with professional bodies and patient groups.
- Support the maternity services in meeting the national recommendations of contemporary professional and government documents/guidelines for the transformation of maternity services.
- There will be no budget responsibilities within this post, however, the post holder will be expected to develop services in line with the current financial envelope and help the managers manage their budgets effectively.

**Support the Consultant Midwife, Head of Midwifery, Director of Midwifery, department, and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.**

## PERSON SPECIFICATION

### POST TITLE: Consultant Midwife

| Factors                                    | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                                                                                                                                                                                 |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attitude, Behaviour and Values</b>      | <ul style="list-style-type: none"> <li>Always puts patients first.</li> <li>Customer service focus</li> <li>Willing and able to take personal responsibility</li> <li>Demonstrates passion for excellence</li> <li>Seeks out and takes opportunities for improving the service offered</li> <li>Takes pride in their work and their team</li> <li>Flexible in their attitudes and behaviours to support team working and delivery of objectives</li> <li>Respects, values, and cares for others</li> <li>Supports learning and development of self and others</li> <li>Supports and promotes equality and diversity</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                           |
| <b>Qualifications and Further Training</b> | <ul style="list-style-type: none"> <li>Registered Midwife</li> <li>Educated to MSc degree in relevant subject or equivalent level experience for the role.</li> <li>Teaching accreditation: ENB 997/Slice, mentorship, SSSA or equivalent.</li> </ul> <p>In-depth understanding of service transformation and development, acquired through post graduate diploma or equivalent experience.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Leadership Qualification<br/>/Working towards PhD<br/>Research methodologies experience/qualification.</p> <p>Further study</p>                                                                                                        |
| <b>Experience</b>                          | <ul style="list-style-type: none"> <li>Ability to demonstrate experience in midwifery practice at a senior level (band 7 or above) /Previous experience in a broad range of clinical midwifery experience and continued clinical practice and experience. (5 years minimum) in a senior midwifery role including responsibility for aspects of case management, managing a clinical area or team, leading elements of service provision and of supporting staff in the clinical environment.</li> <li>Evidence of supporting women &amp; birthing people with complex birth planning or decision making</li> <li>Recent/current midwifery practice</li> <li>/Evidence of working within midwifery led birth settings both birth centres and homebirth.</li> <li>Evidence of continuing professional development</li> <li>Evidence of implementing innovative practice that involves research or audit.</li> <li>Evidence of managing people.</li> <li>Experience of multi-agency working</li> <li>Understanding of the complexities of the current health and social care environment</li> <li>Experience of implementing strategy</li> <li>Teaching/Facilitation Experience</li> </ul> | <p>Evidence of working with academic institutions</p> <p>Public Speaking</p> <p>Experience of developing strategy</p> <p>Evidence of research experience</p> <p>Sound knowledge of the principles of programme and project management</p> |

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|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Knowledge</b>          | <ul style="list-style-type: none"> <li>• NHS Constitution</li> <li>• Trust vision, values, and strategic objectives</li> <li>• Robust knowledge of research methodology</li> <li>• Expert Knowledge of the National Maternity Agenda</li> <li>• Experience of managing services, including finance, business, and human resources</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                        |
| <b>Skills</b>             | <p>Must be able to demonstrate, in relation to patients, visitors, colleagues and other individuals connected with the Trust and NHS: You have knowledge &amp; awareness of equality, diversity, inclusion, and human rights as appropriate to your role.</p> <p>You can communicate effectively with a wide range of groups including clinicians, managers, and members of the public/patients to ensure high standards of care, treatment, service, or support as appropriate to your role.</p> <p>Be able to understand an individual's communication, physical &amp; emotional needs; recognise their needs and preferences.</p> <p>Able to provide a customer focussed service.</p> <p>Proven ability to teach clinical skills.</p> <p>Excellent report writing and presentations skills.</p> <p>Ability to apply research findings to clinical problems.</p> <p>IT literate.</p> <p>Ability to network across organisations.</p> <p>Ability to influence and motivate others.</p> <p>Negotiating skills and ability to resolve conflict.</p> <p>Ability to make decisions and be accountable for them.</p> | <p>Ability to compile, analyse and disseminate complex information</p> |
| <b>Other requirements</b> | <p>Ability to be flexible to meet the needs of the team, the service, and the Trust.</p> <p>Ability to travel between Trust sites and other locations as required.</p> <p>Treat patients, visitors, colleagues with respect</p> <p>Able to demonstrate that you are honest, reliable, and trustworthy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                        |



# Values and Behaviours

## Patients First

|               | Exemplary<br>4= acts as a role model                                                       | Essential<br>3 = always demonstrates<br>2 = sometimes demonstrates                                                  | Unacceptable<br>1= does not demonstrate                                                 |
|---------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Care          | Always finding ways to make a difference for the benefit of others                         | Ensuring that basic needs are always met                                                                            | Ignoring patients who need help – the standard you walk past is the standard you accept |
| Compassion    | Making everyone feel special – knowing your patients well and treating them as individuals | Putting yourself in others' shoes – you could be the only word of kindness that person receives all day             | Not being aware of others' needs or feelings                                            |
| Communication | Adjusting your communication style to fit the person or the purpose                        | Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood | Making little effort to explain situations, creating anxiety and confusion              |
| Humility      | Using what our patients and others tell us to make our care the best it can be             | Apologising and being open when things have gone wrong                                                              | Arrogance – assuming we have all the answers and not listening to our patients          |

## Passion for Excellence

|            | Exemplary<br>4=acts as a role model                                             | Essential<br>3 = always demonstrates<br>2 = sometimes demonstrates                               | Unacceptable<br>1= does not demonstrate                             |
|------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Positivity | Sharing good news and positive stories, seeing and inspiring the best in others | Striving to be the best you can                                                                  | Spreading negativity, or having a "can't do" attitude               |
| Insight    | Stopping, looking and listening – being mindful of your environment             | Having an in depth understanding of your day to day practices and the impact they have on others | Not being aware of impact on others                                 |
| Initiative | Finding and seizing opportunities to go the extra mile without being asked      | Taking a proactive approach, and prioritising                                                    | Being passive and demonstrating a lack of attention to detail       |
| Innovation | Being bold, ambitious and creative and challenging the norm                     | Seeking out new ideas and finding ways to put them into practice                                 | Accepting average standards or refusing to move from the status quo |



Developed by staff through the Trust Wall and through conversation in Autumn 2013

## Personal Responsibility

|                 | Exemplary<br>4= acts as a role model                                                      | Essential<br>3 = always demonstrates<br>2 = sometimes demonstrates                                                    | Unacceptable<br>1 = does not demonstrate                                                |
|-----------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Commitment      | Equipping yourself with the skills, knowledge and wellbeing required to deliver your best | Performing your duties to the best of your ability and always being punctual and prepared                             | Taking little interest in doing a good job                                              |
| Self-awareness  | Leading by example and taking responsibility for your actions                             | Treating people as you would like to be treated, remembering that the little things often make the biggest difference | Looking for excuses or undermining others                                               |
| Open-mindedness | Being objective and providing, seeking and valuing regular constructive feedback          | Continuously listening, learning and improving                                                                        | Showing little interest in improvement or being dismissive of others' ideas or feedback |
| Courage         | Not being afraid to challenge poor behaviour and inspiring courage in others              | Believing in yourself and your contribution, and having the confidence to speak up and speak the truth                | Not being willing to trust others, or avoiding difficult issues                         |

## Pride in our Team

|                  | Exemplary<br>4=acts as a role model                                                                      | Essential<br>3 = always demonstrates<br>2 = sometimes demonstrates                                                                                           | Unacceptable<br>1= does not demonstrate                                                                                  |
|------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Constructiveness | Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating                      | Treating one another with dignity, intelligence and respect                                                                                                  | Shouting, taking an aggressive tone, or finger-pointing                                                                  |
| Selflessness     | Taking on tasks, beyond expectation, to achieve team or organisational goals                             | In your work, prioritising the needs of your patients, teams and organisation ahead of your own                                                              | Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility                       |
| Collaboration    | Helping others to see that they can achieve more together than can be achieved alone                     | Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals | Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views |
| Integrity        | Always being open and honest, setting realistic expectations, and consistently demonstrating your values | Being honest and delivering what you promise or making others aware if you are unable to deliver                                                             | Being dishonest or biased, or actions not matching words                                                                 |

## VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal, and development.

## WORKING FOR THE TRUST GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

## COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy.
- b) establish any help people require and act on this appropriately.
- c) ensure confidentiality at all times.

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at [http://www.ashfordstpeters.org.uk/attachments/799\\_Freedom%20of%20Information%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf)

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

## DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

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 undertake other duties that are consistent with your role / band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

## **EQUALITY, INCLUSION, DIVERSITY AND RIGHTS**

All staff have a duty promote people's equality, diversity, and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share.

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site: <http://www.asph.nhs.uk/annual-equality-and-diversity-report>

## **MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY**


The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols, and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare.

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

## **MANDATORY TRAINING**



All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding, and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

## **NHS CONSTITUTION**

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being, and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

### **Staff responsibilities:**

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team, and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

## **QUALITY AND RISK MANAGEMENT**

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards. (<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)



It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Risk & health & safety policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustnet/documentss/menu8.htm>;
- Fire policy is available at <http://trustnet.asph.nhs.uk/documents/document306.htm>;
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

## WHISTLE-BLOWING (FREEDOM TO SPEAK UP)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety, or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at: [http://www.ashfordstpeters.org.uk/attachments/1276 Whistle%20Blowing%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/1276%20Whistle%20Blowing%20Policy.pdf)

The Trust's policy on whistleblowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly, and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>

## REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or

(b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

## **SAFEGUARDING**

All Trust employees have a responsibility to take appropriate action if they believe that a child or adult at risk (with care and support needs) is in need of services or in need of protection. Staff must be committed to safeguarding and promoting the welfare of children, young people, and adults at risk, recognising that looked after children, patients with a learning disability or other cognitive impairment may not be able to keep themselves safe from harm or abuse. All staff will understand and adhere to the principles laid out in the [Mental Capacity Act \(MCA\)](#) as appropriate to their role within the Trust.

Everyone is responsible for accessing the relevant level of training for their role and for following the Trusts local Safeguarding procedures; completion of training and understanding of safeguarding arrangements should be discussed in annual appraisals and/or form part of re-validation requirements. The Trust works collaboratively with partner agencies in regard to safeguarding and staff must be aware of multi-agency partnership arrangements as relevant to their role; follow links to [Surrey Adult multi-agency procedures](#) & [Surrey Children's Services](#) for further information.

Information on Child Protection is available on the Trust website: [Safeguarding Children](#)

Information on the Abuse or Suspected Abuse of Adults is available on the Trust website: [Safeguarding Adults](#)

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff who require a DBS will have been checked on joining the Trust and for staff who are part of the children's workforce they will have a three yearly repeat check.

## **SUSTAINABILITY**

The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel, and saving water when possible. If your role involves purchasing / ordering supplies, you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.

**August 2022**

