

## JOB DESCRIPTION

<b>Job Title</b>	<b>: Perinatal Risk Co-ordinator</b>
<b>Base</b>	<b>: Maternity Department</b>
<b>Grade</b>	<b>: 7 (Agenda for Change)</b>
<b>Hours of work</b>	<b>: 37.5 hours per week</b>
<b>Directorate</b>	<b>: Maternity Directorate</b>
<b>Responsible to</b>	<b>: Maternity Clinical Governance Manager</b>
<b>Professionally accountability to</b>	<b>: Director of Midwifery</b>

### Job Summary:

The post holder will work within the Maternity Directorate in the multidisciplinary team to promote a culture of staff and patient safety.

To co-ordinate, monitor and develop risk management systems within the directorate.

To support the maternity clinical governance manager in the development and implementation of the clinical governance framework.

To co-ordinate timely and effective investigations of incidents.

The post holder is responsible for their own practice and therefore the post holder will be expected to maintain a high standard of professional expertise and to ensure that the highest standard of midwifery care is given during the ante-natal, intrapartum and postnatal periods.

The post holder will provide professional leadership and mentoring to less experienced midwives and support to colleagues in a multi-disciplinary team.

The post holder will be expected to work clinically one shift per week to support the Division for e.g. in a clinical area, bleep holding and to participate in the on-call rota.

The post holder will represent the department at local and Trust wide meetings as required.

Excellent verbal and written communication, leadership and facilitation skills are essential.

### Main Tasks and Responsibilities

#### Management and leadership

- Responsible for coordinating the incident reporting system on a day-to-day basis and coordinating investigations into serious untoward incidents within Maternity which may include representing the directorate or division at trust wide forums.
- Liaising with the Healthcare Safety Investigation Branch (HSIB) to support their independent investigation and interviews whilst also supporting Trust staff involved in both the incident and the investigation process.
- Responsible for providing teaching, support and advice on incident reporting, investigation and management to all clinical staff, including being a member of the PROMPT faculty.
- Assist the Maternity Clinical Governance manager, Director of Midwifery, and Quality Improvement Midwife in working towards achieving the Maternity Incentive Scheme.

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- Participating in the maternity bleep holder rota, monitoring staffing and providing support and advice to staff within the maternity unit.
- Identifying any deaths eligible for the Perinatal Mortality Review process and organising the bi-weekly reviews, including participating in the review panel.
- Organising the data collection for the ATAIN (Avoiding Term Admissions into Neonatal unit) multi-disciplinary team (MDT) reviews and providing midwifery representation in these reviews.
- Maintain the Directorate risk register, including supporting the writing of risk assessments, uploading to the Health Assure system, and facilitating regular reviews of controls.
- Coordinating the United Kingdom Obstetric Surveillance System (UKOSS) case identification and reporting, including prompt data collection.
- Performing reviews of patient records in response to Subject Access Requests, escalating on concerns where appropriate.
- Reporting to and producing reports for the monthly Maternity Clinical Governance Committee meetings on the activity within the directorate.

### **Professional**

- Facilitates an environment where patient safety and quality, in particular risk management, is perceived as essential to the care and wellbeing of clients and staff. Promoting a culture of participation, openness and accountability throughout the Directorate. Listening to any staff concerns and bringing them to the attention of the Governance Lead and Senior Midwifery Team.
- Be approachable to staff and available to support and direct them following clinical incidents, providing structured reflection to both midwives and doctors, supporting and questioning practice decisions to facilitate learning.
- Lead on local investigations, undertake root cause analysis in order to identify the root cause(s), interview staff involved as required, produce a report with recommendations and an action plan to reduce risks.
- Identifies and facilitates risk assessments ensuring they are entered on the directorate risk register, and facilitates the ongoing review of risks on the register.
- Responsible for grading and inputting incident reports as required, managing Ulysses to produce reports to allow monitoring of trends. Produce staff support and training in relation to Ulysses.
- Prepare a monthly directorate incident exception report and ATAIN report and contribute to the directorate quality report for discussion at the monthly Maternity Clinical Governance Committee Meetings.
- Attend quarterly meetings with the legal advisor to discuss complex cases that are likely to lead to litigation and ensure appropriate action is taken and documentation is put in place prior to legal action.
- Liaises with departmental/medical leads in the directorate and other disciplines on any risk event that may have significant repercussions for clients, the Trust or any member of staff involved.
- As the co-ordinator for risk management within the directorate it is necessary to develop a close working relationship with the Trust Risk Manager and the Corporate Risk Management team.
- Assist the Clinical Governance manager in producing a monthly report for Divisional Quality review on all the patient safety and quality issues identified within the directorate. Highlight any issues that arise and assist in the implementation of any changes made.
- Responsible for ensuring all staff are aware of the risk management procedures, that all risks are reported appropriately and in a timely fashion.

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- Develop links with other Directorates in the hospital and other organisations to share and develop good practice. Network with other midwives in similar roles in other organisations in order to share knowledge.
- Work closely with the Clinical Director, Director of Midwifery, Clinical Leads and Managers, to identify changes required to policies and guidelines in response to incident investigation.,
- Required to organise own workload on a day-to-day basis, self-motivated and able to work on own initiative delegating as required.
- Ensure credibility of role by keeping clinical practice up to date.
- Link directly with groups within the Directorate to review adverse incidents e.g. Intrapartum Shared Learning Meetings.

### **Managerial**

- Participate in the Maternity bleep holder rota for maternity services.
- As a senior clinician provide leadership and support to all grades of staff.
- To exercise leadership and control in the day-to-day co-ordination of the Midwifery Service for the duration of the shift, ensuring an efficient and effective service within the resources available, including the supervision and deployment of staff.
- Identifies poor performance as a result of incident investigation in line with the Just Culture Guide, working closely with the departmental leads and supervisors to formulate and contribute to plans for personal development
- To ensure effective development of staff in the Clinical area through the undertaking of performance reviews to allocated staff, ensuring clear objectives and personal development plans and that any agreed development needs are fed in to the departmental training needs analysis.
- To participate in the recruitment, selection and interview of all grades of staff in accordance with equal opportunities and Trust policies.
- To prepare cases for the Perinatal Mortality Review twice monthly meetings, writing and disseminate papers and minutes accordingly. To ensure that issues identified are escalated to clinical leads for implementation into clinical practice.
- To organise and facilitate the Incidents, Complaints and Claims monthly meetings.

### **Clinical Role**

- Assist the Ward Manager to provide a range of maternity services to a defined group of women within the hospital setting.
- A practising midwife shall keep contemporaneous record as is reasonable, continuous and detailed records of observations made, care given and medicines administered to a woman or baby.
- Midwives have a statutory duty of responsibility to abide by the NMC Code, and the Controlled Drugs Regulations.
- Responsible for maintaining own competencies and updating practice in line with evidence based medicine.
- To maintain confidentiality at all times and adhere to the terms of the Data Protection Act.
- Responsible for maintaining own professional development, attending relevant mandatory training, as identified through the annual review process, and as directed by Trust policies.

### **Personal and professional responsibilities**

- The post holder is expected to take responsibility for their own personal development, identifying their own development needs and agreeing objectives with their line manager.

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- Practice in accordance with the NMC Code of Conduct

## **General Conditions**

### **Risk Management**

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy
- Information governance

and should make themselves familiar with the 'local response' plan and **their** role within that response.

### **Responsibilities for Health and Safety**

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

### **Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by OUH have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each contact with women and babies.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

### **Child Protection**

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

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## **Safeguarding Children and Vulnerable Adults**

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting women and their families from any form of harm when they are vulnerable.

## **Information Governance**

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

## **Data Quality**

Data quality is a vital element of every member of staff's job role. Oxford University Hospitals recognises the importance of information in the provision of care for women and families and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of care of women and babies, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.

**PERSON SPECIFICATION**  
**Perinatal Risk Coordinator - Band 7**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Registered Midwife with the NMC</p> <p>First level degree in related healthcare discipline or substantial experiential equivalence</p> <p>Evidence of continuing professional development</p> <p>Teaching qualification and / or recent teaching activity</p>	
<b>Experience</b>	<p>A broad range of clinical midwifery experience acquired through practice</p> <p>Experience of working with healthcare clinical IT systems</p>	<p>Experience in Risk Management Activity</p> <p>Experience of root cause analysis (RCA) investigation</p> <p>Experience in implementing change with measurable improvement plans.</p> <p>Experience in Clinical Audit.</p>
<b>Personal Skills</b>	<p>Committed to the provision of a high quality safe service for women and their families</p> <p>Ability to work collaboratively and strategically</p> <p>Ability to exercise own initiative and work to deadlines</p> <p>Ability to deal calmly with a range of personalities and situations</p> <p>Ability to apply evidence-base in practice</p> <p>Proven practice and service development skills</p> <p>Demonstrable professional leadership and negotiating skills</p> <p>IT skills i.e. report writing and data entry and analysis as necessary</p>	
<b>Behavioural Skills</b>	<p>Highly self-motivated, positive and enthusiastic</p> <p>Leadership skills and ability to motivate a team</p> <p>Strong interpersonal skills and ability to communicate with the multi-professional</p>	

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	<p>team</p> <p>Able to support staff to make judgements about clinical situations</p> <p>Ability to adapt behaviour to changing circumstances</p> <p>Evidence of a flexible and innovative approach to service provision</p> <p>Conducts themselves in a professional manner at all times.</p> <p>Positive attitude to all tasks and stakeholders.</p>	
<b>Technical Skills</b>	Computer literate with experience of working with the Microsoft Office package	