

JOB DESCRIPTION

1. Job Title:	Deputy Head of Midwifery
Reports to:	Head of Midwifery
Accountable to:	Head of Midwifery
Professionally reports to:	Director of Midwifery
Band:	8b
Division:	Women's Clinical Service Unit
Location:	Bradford Teaching Hospitals NHS Foundation Trust

2. JOB PURPOSE

- As part of the Clinical Service Unit (CSU) leadership team the Deputy Head of Midwifery will support the Head of Midwifery (HOM) and the Director of Midwifery (DOM) in providing leadership and strategic direction to the maternity and gynaecology service.
- The post holder will be a key member of the CSU management team, responsible for the delivery of clinical and professional standards and the development of midwifery and nursing leadership capacity within the CSU.
- Through strong clinical leadership and effective management the Deputy Head of Midwifery will support the Matrons to promote and deliver excellence in midwifery and nursing care maintaining and continually improving clinical standards evidenced by achievement of key quality performance indicators.
- The post holder will lead on a portfolio of work identified and delegated by the Head of Midwifery and Director of Midwifery (see organisational chart)
- The post holder will deputise for the Head of Midwifery and on some occasions, the Director of Midwifery, when necessary, undertaking any responsibilities, as delegated.
- The post holder will represent the Trust and the Director of Midwifery at Local Maternity System (LMS) and national level as required.
- The post holder will be a key member of the senior leadership team within the CSU participating and contributing to the development of services and service improvement.
- The post holder will provide midwifery and nursing leadership and expert midwifery and nursing advice working closely with the Head of Midwifery to ensure that a high standard of patient care is delivered across the care group.

- The post holder will support the Head of Midwifery to lead midwifery and nursing practice and will be expected to develop innovative practice in relation to the provision of midwifery and nursing services to women and other pregnant people, babies and families. The post holder will be expected to work effectively within a multi-disciplinary team.
- The post holder will be required to support and contribute to the delivery of the Clinical Governance programme for the CSU.

3. JOB DIMENSIONS

- The post holder will be expected to work with the minimum of supervision and co-ordinate his / her activities in order to ensure that an efficient service is provided.
- The post holder will have line management responsibility for a defined set of CSU Band 8a Matrons and Lead nurses.
- The post holder may be requested to be part of the Senior Manager on call rota, and would be expected to be part of an on call roster, covering an identified shift in line with the current agreed on call process.
- The post holder will provide leadership and support the strategic direction of the CSU, ensuring the delivery of high quality safe, effective, harm free person-centred care consistent with the Trust values, the Trust's Quality Strategy and Care Strategy using available resources effectively and efficiently, and supporting achievement of the Trust's vision and strategic objectives.
- The post holder is expected to function at a senior level within the CSU, proactively finding solutions to resolve highly complex issues in accordance with professional standards, agreed Trust objectives, targets, quality standards and resource constraints.
- The post holder will be responsible and accountable to the Head of Midwifery for delivering professional and operational leadership of Midwifery and Nursing within the CSU. They will also contribute and support with the implementation and review of strategies in relation to the development of clinical practice, education, management and quality governance.

4. ORGANISATIONAL CHART (see attached)

5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See attached Person Specification

6. PRIMARY DUTIES and AREAS OF RESPONSIBILITY

Professional Leadership/ Management

- To direct, lead and motivate the Matrons and Lead nurses to ensure a high standard of professionalism, efficiency and effectiveness in the delivery of the maternity and gynaecology service. This will include coaching and mentoring, resource planning, standard setting, performance management, team and individual development.
- Ensure that the Midwifery and Nursing function is proactive and influential in its contribution to the quality and experience of patient care.
- To promote a culture of continuous improvement and professional excellence.
- Develop and empower all Matrons and Lead nurses and all other members of the team to perform to high standards and innovate.
- Develop processes to ensure the professional development of midwifery and nursing within the CSU to deliver high quality, patient centred care.
- Provide line management, professional advice and support to Matrons and Lead nurses within the CSU.
- Contribute to the development of Maternity and Nursing policies for the Trust and implementation into practice across the CSU.
- Contribute and foster the development of leadership skills with the Matrons, Specialist Nurses and Ward Managers.
- The post holder will be responsible for strong visible clinical leadership and management within their defined CSU wide portfolio of responsibility.
- The post holder will be responsible for ensuring appropriate appraisal cascade, robust recruitment and staff development.
- To develop a sustainable workforce plan that recruits the highest quality staff and retains staff through developing and motivating the current workforce.
- The post holder will provide a visible, authoritative and effective presence for Midwifery and Nursing teams providing guidance, support and an effective role model for staff. To achieve this overall objective the Deputy Head of Midwifery, will work closely with peers in other care groups.
- The post holder will support the Head of Midwifery to ensure that the care group has robust operational plans that deliver high quality care to women, other pregnant people and babies and to agreed standards and levels of activity.
- The post holder will model and promote a culture within the CSU that is consistent with our Trust values at all times.
- The post holder will be responsible for the development of strategies within their portfolio for the future provision of services in partnership with the Head of Midwifery, Director of Midwifery and other key stakeholders.

- The post holder will engage staff in service improvement and ensure they understand how their role aligns within the CSU and Trust objectives.
- The post holder will support the Head of Midwifery and Director of Midwifery to develop midwifery and nursing standards consistent with Trust strategies to ensure standards are understood by staff, and providing assurance that they are met.
- The post holder will be responsible for the completion of annual Job planning with all Specialist nurses in their portfolio.

Clinical Quality and Safety

- The post holder will ensure that nurses and midwives actively contribute to the development of clinical governance across the CSU.
- The post holder will support and contribute towards the local, regional and national Maternity safety agendas
- The Deputy Head of Midwifery will act as an advisor on matters relating to professional conduct and NMC issues, as required.
- The post holder will ensure that a culture is developed across the CSU that supports the focus on patient experience, and safe quality of care.
- The post holder will support systems to monitor the quality of midwifery and nursing practice through audit, analysis and measurement of clinical risk, complaints, benchmarking and ensure will ensure changes to practice are introduced and monitored where appropriate.
- The Deputy Head of Midwifery will contribute to the quality management framework for the CSU and have responsibility for the on-going monitoring of operational indicators to provide assurance to the Head of Midwifery, Director of Midwifery and senior leadership team of safe delivery of care in all areas. This includes the monitoring of infection prevention and control standards.
- In collaboration with the Head of Midwifery and Director of Midwifery the post holder will advise on and deal with issues of professional discipline, competence and conduct for midwives and nurses in accordance with Trust's policy and professional guidance ensuring that the Chief Nurse is informed of any issues.
- The Deputy Head of Midwifery will advise and participate in the investigation of critical incidents and complaints concerning midwifery and nursing issues within the CSU. To advise on/take forward appropriate remedial action and ensure lessons are learnt and shared.
- There will be a requirement to undertake ad hoc unannounced out of hours assurance visits (including overnight) at the request of the Head of Midwifery in response to raised concerns.
- The post holder will work with the Head of Midwifery to implement the patient experience strategy across the CSU, promoting kindness and compassionate leadership at all times.

Service Development / Improvement

- The post holder will highlight areas where professional development changes need to be implemented and work with the Head of Midwifery to take corrective action.

- There will be a requirement for oversight in the development and implementation of patient pathways, protocols and policies relating to areas of responsibility.

Financial Management

- The post holder will identify ways of making efficiencies to contribute to the CSU CIP.
- The post holder will provide advice to the CSU regarding the management and monitoring of all midwifery and nursing related budgets, ensuring the midwifery and nursing resource is used effectively, contributing to continuous improvement, increased productivity and realisation of benefits within financial cost improvement savings.
- To ensure compliance with Standing Financial Instruction (SFI), ensuring Trust and local processes are followed in relation to bank/agency, monitoring its use and overall spend.

Management and Leadership

- The post holder will jointly agree quantitative and qualitative objectives (in line with the CSU and Trust strategic objectives) for staff within lines of responsibility and demonstrate that they have had an annual appraisal and personal development plan.
- In collaboration with the Head of Midwifery, the post holder will provide quality assurance for appraisal process across midwifery and nursing within the care group.
- To ensure all staff within areas of responsibility have completed mandatory training in line with the Trust policy.

Education and Development

- The post holder will be a role model for all staff by demonstrating self education to improve one's knowledge and improve practice.
- Ensure staff operate within education policies and guidelines and contribute to their development / review.
- In liaison with other members of the multidisciplinary team, share educational resources / teaching programmes.

Research

- Provides assurance of evidence based midwifery and nursing care and takes corrective action where required.
- Interprets the results of clinical audits and suggesting corrective action where required.
- Promote and encourage midwifery and nursing contribution to research and raise the profile of nurse led research at specialty level.
- Actively seeks research / knowledge-based innovations / practices that need to be considered for implementation.

Health and Safety/Risk Management

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

Equality and Diversity

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

Training and Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

Patient and Public Involvement

All staff will be expected to comply with S.242 of the NHS Act 2006.

Respect for Patient Confidentiality

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Environment and Sustainability

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

Infection Prevention and Control

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

Safeguarding Children and Adults

All employees have a responsibility to safeguard and promote the welfare of children and adults. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with the safeguarding policy training strategy and that they are aware of and work

within the safeguarding policies of the Trust

7. COMMUNICATION and WORKING RELATIONSHIPS

The jobholder should have excellent communication skills. The role involves communicating amongst members of the multi-professional team. Is able to work across professional boundaries within the Trust and externally

8. SPECIAL WORKING CONDITIONS

The jobholder will participate in the Foundation Trust's shift and on-call rota.

A flexible approach to work is required together with cross site travel and travel to other regional/national meetings.

This is a job outline only. It is expected that the post will develop as the jobholder progresses and other duties as appropriate to the grade of the post will evolve.

9. JOB DESCRIPTION AGREEMENT

Jobholder's Signature: _____ Date: _____

Head of Department's Signature: _____ Date: _____

Head of Department's Job Title: _____

Terms and Conditions:

You will be appointed on Agenda for Change Terms and Conditions

1. Probationary Period

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Length of Contract	Probationary Period
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

Probationary periods do not apply to internal moves/transfers and promotions

2. Pension Scheme

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at www.nhsbsa.nhs.uk/member-hub/cost-being-scheme.

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

3. Annual Leave

The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to *277.5* hours, pro rata after 5 years NHS Service and to *307.5*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).

4. Health Screening

The post is subject to health screening, as appropriate to the post.

5. Special Conditions

The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.

6. Sickness Absence

Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department

of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website www.nhsemployers.org , or the HR Pages of the Trust Intranet.

The Foundation Trust is a NO SMOKING Employer - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

General Data Protection Regulations

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

Disclosure and Barring Service

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.