

JOB DESCRIPTION

POST: Band 6 Midwife

DEPARTMENT: Saint Mary's Managed Clinical Service

GRADE: 6

HOURS: Full Time/Part Time

RESPONSIBLE TO: Ward Manager

LIAISES WITH: Internal- Midwifery Matrons, Allied Health Professionals, Team Leaders, Information Department, Obstetricians, Professional Midwifery Advocate, Clinical Support Workers, Administration and Clerical Support, Primary Care Trusts, Team Community Health and Social Care teams, GP's, Clinical Governance team and other Specialist Practitioners,

RESPONSIBLE FOR: Assessment, planning and delivery of care to women and their families through the antenatal, intrapartum and postpartum period for the relevant patient group. Ensuring collaboration with the relevant professionals ensuring delivery of high standards of care through an efficient, effective service

WORKBASE: Saint Mary's Managed Clinical Service

JOB PURPOSE

- The post holder will participate in assessment and planning of midwifery care which will include the assessment, planning, implementation and evaluation in midwifery care over a 24 hour period for women and their families
 - Practice in accordance with the NMC Code of Professional Conduct and Trust policies in order that a safe and quality service is provided
 - Take overall responsibility for the coordination and safe effective management of the clinical team assisting the Band 7 Specialist Midwife, taking responsibility for effective management of the team and the maintenance of high standards of quality care in the clinical area
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MAIN DUTIES & RESPONSIBILITIES

Clinical Practice

The post holder will be expected to:

- Develop and implement programmes of evidenced based care planning for patient group and their families including reproductive health care.
- Develop personalised care plans.
- Ensure women and their families receive information in a sensitive way to enable them make an informed decision.

- Provide direct patient care and have detailed clinical knowledge of the specialist area.
- Assist the Band 7 Specialist Midwife to ensure that high standards of quality of care are delivered & maintained.
- Develop and maintain effective communication systems both within and outside the Trust and create an environment that encourages open communication and trust.
- Ensure that patient documentation is appropriate, accountable and defensible disseminating all relevant changes in the patient's condition to the MDT.
- Act as a positive role model to staff, patients and carers.
- Plan and manage own workload and that of the service in a flexible manner to meet patient needs.
- Support the team to tackle health inequalities and social exclusion.
- Identify local, demographic, cultural and environmental factors that influence the health and quality of life for the identified patient group and their families.
- Act as a resource in the coordination and effective management of the admission and discharge process.
- Ensure that child protection and vulnerable adult legislation is adhered to within own practice and service.
- Support the development and evaluation of policies/guidelines/protocols for speciality clinical practice and support the updating and monitoring of policies/guidelines/protocols specific to the role within MFT.
- Provide a visible clinical profile, having both an advisory and clinical input into patient care.
- Prepare accurate and concise reports both verbal and written.
- Keep relevant records and submit reports in a professionally acceptable manner.
- Contribute to the clinical effectiveness process, including adverse incident reporting/investigation and the management of complaints, as appropriate.
- Collect and collate data as required by the specialist function in order to inform internal and external professional and operational bodies.

Management

The post holder will be expected to:

- Act as a support to the Band 7 Specialist Midwife and deputise when necessary. To ensure coordination of continuity of the delivery of a high standard of care
- Promote and collaborate in developing good working relationships with departments to ensure the patient journey is effective and efficient
- Develop and maintain effective communication systems both within and outside the Trust and create an environment that encourages open communication and trust
- Participate and investigate relevant high level investigation in line with the Trust guidelines.
- Become actively involved in promoting and implementing service improvements and help to encourage sustainability of projects and their evaluation

Education & Development

The post holder will be expected to:

- Demonstrate knowledge and skills relevant to the clinical setting to enhance patient care
- Take responsibility for personal and professional development participating in Trust PDR Reviews with the Line Manager

- Ensure personal and peer support and clinical supervision needs are met.
- Act as mentor/preceptor and resource for all staff, as appropriate to the role. Ensure own mentorship training is updated annually.
- Ensure clinical environment is conducive to supporting the education and learning of all staff and students.
- Provide educational and training opportunities to pre-registration students
- Provide an environment that encourages patient centred involvement where patients are facilitated to ask for help, advice and education.
- Support research projects in response to identified needs.
- Act as a resource of specialist knowledge and clinical expertise to ensure care delivered within the clinical area is appropriate Contribute to clinical effectiveness processes
- Demonstrate an overall awareness of quality issues and a commitment to continuous quality improvement
- Encourage and promote an evidence based culture through pathways and protocols of care within an interdisciplinary approach
- Provide an environment that encourages patients centred involvement.

Research & Development

The post holder will be expected to:

- Ensure an up-to-date knowledge of current evidence based practice
- Implement research findings in collaboration with the MDT where appropriate, to ensure quality of service and effective practice
- Demonstrate the sharing of knowledge, skills and attitudes to others
- Contribute to the dissemination and implementation of evidence based care in the writing of shared guidelines / protocols for care
- Lead, where appropriate, in multi-disciplinary clinical audit and research
- Promote an evidence based culture through pathways and protocols of care utilising an interdisciplinary approach

Key Processes

The post holder will be expected to:

- To be responsible for the delivery of clinical expertise commensurate with experience in all aspects of patient care in the relevant clinical setting
- Act as a support to the Band 7 Specialist Midwife and deputise when necessary to ensure continuity of the delivery of a high standard of care
- Act in a manner to consistently support equality and diversity in all interactions
- Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the data protection act 1998 and Caldecott policy

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

INFECTION PREVENTION AND CONTROL

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control manual. The post Holder is also responsible for ensuring that they and all their staff attends mandatory training, including infection prevention and control.

HEALTH AND SAFETY

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/division or area of responsibility.

CONFIDENTIALITY AND SECURITY

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

ORGANISATIONAL CHART

Please click below to insert the organisational chart/structure as a text, or upload the organisational structure below the text box.

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