

## JOB DESCRIPTION

### 1. JOB DETAILS

**Job Title:** Antenatal Ward Manager

**Band:** 7

**Care Group:** Women, Children and Sexual Health

**Location:** Obs & Gynae, Princess Alexandra Wing, Royal Cornwall Hospital

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### 2. JOB PURPOSE

The post holder will:

- Provide visual and accessible clinical, professional and managerial leadership within the antenatal inpatient ward and maternity services, ensuring the provision of high standards, safe, effective and cost effective midwifery care.
- Coordinate the activity and further develop the Antenatal Ward and services in response to patient experience and national guidance
- Work collaboratively with midwifery and obstetric leads to continue to develop services
- Ensure the efficient management of the ward with allocated resource
- Work to continually make improvements in the provision of care and the environment in partnership with women's voices
- Act as a role model to shape a positive organisational culture as set out in the Trust Strategy
- Be an expert practitioner in the area of practice
- Participate in the development of evidence based guidelines for practice within the multi-disciplinary working environment.
- Promote autonomy in practice and encourage midwives to become confident in their care and decision making.
- Promote women centred care in all forums and support midwives to become advocates for women.

### 3. DIMENSIONS

The Royal Cornwall Hospitals NHS Trust (RCHT) is part of the Cornwall Healthcare Community and comprises The Royal Cornwall Hospital in Truro; West Cornwall Hospital in Penzance, and St Michael's Hospital in Hayle.

The maternity service sits within the Division of Women, Children and Sexual Health and is managed by a Divisional Management Team comprising the Clinical Directors, Associate Director and the Divisional Nurse/Director of Midwifery.

#### **The Maternity Service**

RCHT provides the maternity service for the majority of residents in Cornwall and the Isles of Scilly. Our teams provide care for approximately 3700 people per year who are pregnant, during labour and birth, and after the birth of their babies and offer a full range of choice for people in where they choose to birth their babies including home, 3 standalone birth centres, our alongside birth centre or delivery suite

The acute unit based in Princess Alexandra Wing at Royal Cornwall Hospital comprises:

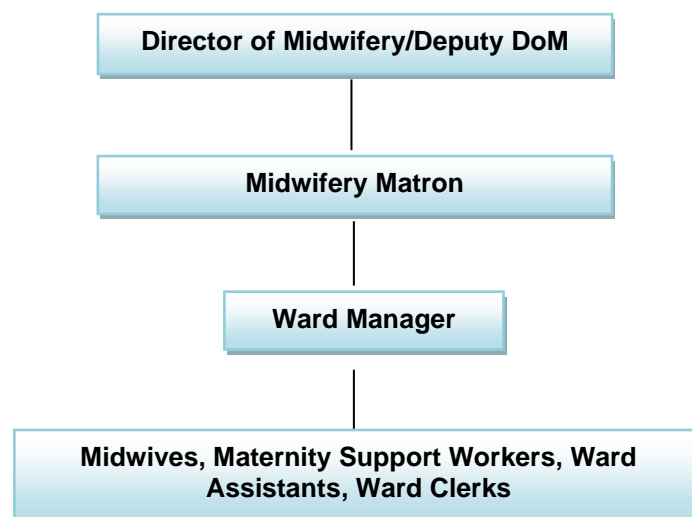
- An 11 bedded antenatal ward plus a self-contained bereavement suite
- A 6 bedded day assessment/triage unit
- A 9 room delivery suite with integral obstetric theatres and recovery room
- A 25 bedded postnatal/transitional care ward
- A 4 bedded alongside midwifery led birthing suite

The Neonatal Service is a designated Local Neonatal Unit (LNU) and provides care for babies above 27 weeks gestation.

**Scheme of delegation for this post.**

**Level F – Team Manager**

### 4. ORGANISATION CHART



## 5. KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

### **Clinical**

- To act on referrals from other agencies across the Health and Social Care Services, developing plans of care in conjunction with the Safeguarding, Perinatal Mental Health and Community Midwifery Team
- Responsible for maintaining standards of care for pregnant people
- To be a highly competent, knowledgeable and visible midwifery practitioner and leader, ensuring the provision of excellent, evidence based care for families
- Ensure that each woman is assessed and that their care is planned, implemented and evaluated in negotiation with the woman and her family and that this is accurately documented
- Liaise with clinical, non-clinical and facilities staff in order to maintain a safe, friendly and welcoming environment for all women
- To act as an advocate for the woman ensuring the provision of appropriate information and support services
- Ensure effective communication, in all circumstances, between all members of the multidisciplinary team, other hospital departments, relatives and visitors
- In conjunction with the Clinical Matron and Director of Midwifery set, develop and monitor clinical and non clinical performance standards, taking action as required
- Develop and maintain the clinical skills and knowledge necessary to provide clinically effective, holistic, evidence based care, as reflected within the Scope of Professional Practice
- Ensure that all appropriate staff are competent in the administration of medications
- Ensure that all staff are aware of the uses, safety precautions and handling of equipment in the department
- Support bereavement service for the safe provision of bereavement care and ensuring families are supported to make lasting memories together
- Develop and review policies and standards for the safe use of equipment and any new equipment introduced to the department
- To be an active member of the following forums – Maternity Clinical Governance, Patient safety, Triangulation Group and Maternity Guidelines Group
- Keep abreast of developments in clinical practice and implement/lead changes in practice as required
- To review and investigate clinical, critical and serious incidents as required
- To take part in audit to ensure safety within your clinical area
- Respond to patient complaints ensuring that the voice of the patient is heard
- Deliver innovative training programmes to the multi-disciplinary team to ensure key requirements eg. mandatory training, CNST standards are met

### **MANAGERIAL**

- To be responsible for the leadership and operational management of the Antenatal Ward Area, informing the Clinical Matron or Director of Midwifery of anything that threatens to affect the safety of the environment or to compromise care
- Responsible for the day-to-day management of the area
- To formulate, review and update policies, guidelines and standards in line with National Policy and recommendations

- Propose and implement changes to clinical practice based on current research/recommendations
- Undertake individual performance reviews of staff annually
- To supervise/support new staff within the team
- Ensure adequate staff cover for all clinical areas including coordinating duty rotas, study leave and non pay
- Responsible for monitoring ward budget including equipment/stock, pay and overtime
- To coordinate regular departmental meetings including case review academic sessions and unit meetings
- Investigation of accidents, incidents and complaints, reporting to the Divisional Governance Lead and Clinical Matron as appropriate and take action where required
- To ensure that the team is adequately resourced and that equipment is replaced and maintained to an appropriate standard
- To ensure the safety and security of women and staff at all times
- Be conversant and ensure compliance with fire regulations and health and safety recommendations
  - Actively contribute to service development work including the delivery of efficiency savings
  - Contribute to business planning and the development of business cases as required
  - Manage own time effectively ensuring that deadlines and objectives are achieved
- To communicate and reflect with the other Band 7's re:
  - Recruitment, selection and orientation of new staff
  - Team allocation and rotation
  - Management of sickness/absence
  - Maintaining effective communication systems
  - Identification of training needs of staff/self and appraisals
  - Individual performance reviews of team members

## **Leadership**

- To utilise leadership skills to raise and maintain morale through effective team work/team building
- To lead others to change practice according to need
- To provide support and advice to the team on complex issues
- To be aware of the developing needs of the maternity services in order to forecast future requirements, training and resources.

## **Professional**

- Maintain awareness of current clinical and professional issues
- Be accountable for one's own actions in accordance with the code of professional conduct
- Participate in, and network with, speciality groups relating to clinical area
- Demonstrate a personal commitment to continuing professional development and lifelong learning

- Contribute and participate in the clinical supervision/action learning group initiatives within the Trust

### **Education and Training**

- To foster an environment conducive to learning, enquiry and research
- Ensure that women are taught, as necessary, the clinical skills as required to maintain their care safely at home
- To contribute to the production of clinical procedure, guidelines and protocols
- Maintain own professional development and mandatory training
- Maintain a level of competence on Delivery Suite, with an annual allocation in the area
- To implement and actively participate in audit programmes and take action as indicated
- Undertake trials of new equipment and technology, ensuring adequate training is provided for all staff
- Responsible for assessing training needs and education of student midwives on placement within the ward and providing a plan to meet their individual learning requirements
- To undertake statutory mandatory training on an annual basis
- To promote professional development of self and others through research based practice
- To forge links and network systems with other health care providers and support groups, maintaining communications with them
- To be aware of current research and innovations, and participate under the direction of the Clinical Matron/Director of Midwifery.

### **Research and Audit**

- Participate in research and clinical audit activity including regular presentations of findings at the Perinatal Mortality meeting

## **6. KEY RESULT AREAS**

- To achieve targeted and acceptable standards for Infection Prevention and Control and all other safety standards
- To participate in the development of evidence based guidelines for practice within the multi-disciplinary working environment.
- To improve patient experience, FFT response rates and feedback from services user using this feedback to evidence improvements in the environment and care provisions
- To demonstrate collaborative working with the maternity, obstetric and neonatal teams

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## **7. COMMUNICATIONS & WORKING RELATIONSHIPS**

- Divisional Nurse/Director of Midwifery
- Clinical Midwifery Matron
- Divisional Governance Lead
- Maternity Patient Safety/Governance Midwife
- Community Team Leaders

- Bereavement Team
- Delivery Suite Co-ordinators
- Midwives
- Students
- Medical staff

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## 8. MOST CHALLENGING PART OF THE JOB

- Conflicting demands with clinical and managerial work
- Staffing Shortages
- Environment

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## 9. OTHER

- The Post holder must comply with all RCHT Policies and Procedures.
- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER**

## 10. JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Head of  
Department Signature:

Date:

Title:

Please note:  
Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

**The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.**

**Person Specification For The Post Of: Antenatal Ward Manager Band 7**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

<b>ATTRIBUTES</b>	<b>REQUIREMENTS</b>		<b>METHOD OF ASSESSMENT</b>
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	
<b>QUALIFICATIONS</b>	Registered Midwife with degree, diploma or relevant equivalent level of knowledge.  Evidence of continued post registration qualification  Demonstrable senior experience	Degree in a relevant subject	Application Form
<b>EXPERIENCE</b>	Substantial (equivalent full time hours) post registration experience including recent antenatal experience  Participation in research/audit activities  Experience of engaging services users in service planning, monitoring and improvement  Experience of handling clinical incidents and complaints	Experience of project management and/or managing change  Demonstration of assertiveness, tact and diplomacy skills	Application Form and Interview
<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</b>	Substantial post registration experience including experience in all areas of hospital midwifery  Excellent clinical skills, acting as a role model to staff  Credible clinical expertise at a senior level  Excellent interpersonal and communication skills		Interview and presentation

	<p>team player</p> <p>Aware of clinical risk management, quality control strategy and clinical governance</p> <p>Understanding of resource management, health and safety, clinical risk and quality issues</p> <p>Knowledge of Trust's safeguarding Children Policy and vulnerable adult issues</p> <p>Handling clinical incidents and complaints</p> <p>Awareness of equality and diversity</p>		
<b>DISPOSITION/ ADJUSTMENT/ ATTITUDE</b>	<p>Able to work in a team and independently</p> <p>Able to assimilate and respond to information</p> <p>Assertive and confident, able to motivate and influence change in individuals and practice</p> <p>Able to offer support at times of extreme emotional stress to staff and families</p> <p>Ability to initiate, manage and sustain change</p> <p>A flexible approach to work</p> <p>Effective time management</p> <p>Able to manage performance in self and others</p> <p>Motivates others to recognise their responsibilities in clinical risk management</p> <p>Ability to think and plan strategically, tactically and creatively and to prioritise in the face of competing demands</p> <p>Able to cope with unpredictable</p>		Interview and presentation



	<p>situations and respond to emergencies</p> <p>Accountability – Takes responsibility for own actions and promotes good team working</p> <p>Openness – Shares information and good practice appropriately</p> <p>Mutual respect – Treats others with courtesy and respect at all times</p> <p>Conflict – Ability to deal with conflict in the team, with service users and involving patients with mental health problems</p>		
<b>TRAINING</b>	<p>Mandatory training</p> <p>Demonstrates an understanding of current developments in the NHS</p> <p>Demonstrates an understanding of the clinical governance including risk management, complaints handling etc</p>		Interview and presentation
<b>ADDITIONAL CIRCUMSTANCES</b>	<p>An enhanced criminal record and POCA check satisfactory to the organisation.</p> <p>Ability to undertake duties</p> <p>Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable.</p> <p>Car driver or otherwise independently mobile</p> <p>Willingness to work flexibly to meet the needs of the organisation</p>		<p>Disclosure and barring check</p> <p>Occupational health clearance</p>