

## DIRECTORATE OF WOMENS AND CHILDRENS

## JOB DESCRIPTION

POST	Midwife
PAY BAND	Band 6
RESPONSIBLE TO	Community Midwifery Manager
ACCOUNTABLE TO	Head of Midwifery
BASE	Diana Princess of Wales Hospital

## ABOUT US

We're a large organisation with three hospitals located in Scunthorpe, Grimsby and Goole. We also provide community services in North Lincolnshire. Our 6,500 members of staff care for and support a population of more than 400,000 people.

We encourage all our staff to innovate and adopt 'best practice' so we can deliver excellent care to our patients. We ask staff to live our values; kindness, courage and respect.

We are committed to recruiting the best people to work with us. You could be one of them.

## ABOUT THE POST

The post holder will provide ante natal, post natal and intrapartum care (for home births) to women within the community and may be required to rotate to other areas of the service .

The post holder will have a keen interest in all aspects of maternity care. There will be a requirement to work weekends and on calls and hold a current driving license. They will work with individual clients, families and within group settings to support the woman throughout pregnancy and the postnatal period.

## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

As a registered midwife the postholder is personally accountable for their practice and must adhere to the NMC standards expected of them.

Assesses, develops, implements and evaluates programmes of care in a range of environments, without supervision.

Supports, supervises and teaches less experienced staff /students /support workers on the relevant clinical and non-clinical procedures and practices.

Works autonomously within the department/team adhering to Trust guidelines and sphere of professional practice with the guidance from the Team Manager/Deputy Manager/Shift Leader

## **PART A**

### **1. PROFESSIONAL**

- 1.1 As a registered midwife the post holder is personally accountable for their practice and must adhere to the NMC standards expected of them.
- 1.2 Be an effective professional role model for staff.
- 1.3 Maintain own professional development through on-going education and development, ensuring that revalidation requirements are met together with all mandatory training.
- 1.4 Adhere to the Trust Policy on Scope of Professional Practice, developing own sphere of practice with guidance from Manager/Deputy Manager /Shift Leader
- 1.5 Adhere to sickness and absence policy
- 1.6 Offer professional support and guidance to all nursing and midwifery staff within the Team.
- 1.7 Ensure all child protection guidelines are adhered to and all mandatory training is undertaken.

### **2. CLINICAL**

- 2.1 Undertake comprehensive and holistic assessment of the woman's care needs.
- 2.2 Use this assessment to develop a plan of care, which is evidence based and planned in partnership with the woman and family wherever possible.
- 2.3 Implement the planned programme of care, delegating duties appropriately and teaching and co-ordinating other members of the healthcare team.
- 2.4 Evaluate the effectiveness of the care provided and make adjustments to the care plan as necessary.
- 2.5 Advise on the promotion of health and the prevention of illness.
- 2.6 Maintain clinical records in accordance with NMC 'Guidelines on Record Keeping' and Trust policies.
- 2.7 Provide statements as necessary, within required time frames.
- 2.8 Act as an advocate for women and their families.
- 2.9 Ensure medicines are stored, supplied and administered in accordance with Trust Medicines Code Guidelines and NMC Guidelines for the Administration of Medicines and maintain own competence in this respect, reporting any learning needs to Manager/Deputy Manager/Shift Leader
- 2.10 Perform and maintain required clinical procedures (including speciality specific procedures) competently.
- 2.11 Ensure that multi-disciplinary care programmes as identified are implemented.
- 2.12 Respond to health emergencies and contribute to the resuscitation of clients as needed.

- 2.13 Competently use clinical equipment, undertaking relevant training as required and demonstrate ability to maintain relevant competencies.
- 2.14 Use IT Patient Information systems as necessary and in accordance with Trust policies, undertaking training as required.
- 2.15 Ensure appropriate and timely communication with clients and relatives/carers, advising, instructing and supporting them as needed and making use of support systems as appropriate (e.g. translators, chaplaincy).
- 2.16 Support the Manager/ Deputy Manager/ Shift Leader in ensuring the availability of relevant, up to date patient information and clinical guidelines in a user-friendly format.
- 2.17 Communicate and work effectively with the wider team (e.g. Allied Health professionals, medical colleagues, Social Services).
- 2.18 Contribute to 24 hour midwifery on-call rota to ensure continuing service provision .

### 3. LEADERSHIP/MANAGEMENT

- 3.1 Undertake the management of the care of a group of women over a period of time, organising appropriate support services.
- 3.2 Assist in maintaining the team budget as delegated by the Manager/Deputy Manager/ Shift Leader. Ensure equipment / stock levels are kept at an appropriate level minimising wastage and purchasing cost effectively.
- 3.3 Ensure patients' property is handled in accordance with Trust policy.
- 3.4 Support the Manager / Deputy Manager / Shift Leader to deal with accidents, incidents and complaints in accordance with Trust Policies and Procedures submitting accident and incident forms and statements promptly.
- 3.5 Have a basic understanding of budgetary requirements within the team and have regard for cost effectiveness and efficiency. Order supplies as delegated by the Manager/ Deputy .
- 3.6 Assist in the co-ordination of care throughout the twenty-four hour period, ensuring effective communication with the department/ ward, and between other disciplines and services by liaising with them or medical staff.
- 3.7 Ensure appropriate and timely communication with women and relatives/carers, advising, instructing and supporting them as needed.
- 3.8 Contribute to specific clinical audits, patient surveys and research projects.
- 3.9 Promote a working environment in line with 'Improving Working Lives' standards and encourage positive morale within the team.
- 3.10 Contribute to regular team meetings.
- 3.11 Ensure the team environment is clean and welcoming taking steps to address any concerns and ensuring compliance with:
  - Health and Safety
  - Infection Control Standards
  - Fire Prevention Management
  - Risk Management
  - COSHH

- 3.12 Represent the Team and Maternity Services at meetings as required.
- 3.13 Support the Manager/Deputy in ensuring the effective involvement of clients/carers in service provision by encouraging and acting on patient feedback (e.g. suggestion boxes, informal complaints, PALS, patient survey).

#### **4. EDUCATION AND PRACTICE DEVELOPMENT**

- 4.1 Participate in appraisal process and statutory safeguarding supervision reviews, taking opportunity to identify and discuss own learning needs with appraiser/supervisor.
- 4.2 Demonstrate and teach specialist procedures to other staff, students and clients as required.
- 4.3 Act as mentor to students as required following additional training.
- 4.4 Act as NVQ Assessor where applicable
- 4.5 Support the Manager/Deputy Manager in leading the identification and application of relevant evidence and evaluations to improve care in the Team.
- 4.6 Support the Manager /Deputy in promoting an environment open to questioning and in the development and implementation of innovative clinical and working practices and quality improvement projects.
- 4.7 Keep up to date with current research and developments in midwifery. Develop personal awareness of contemporary issues to midwifery and the wider context of the Trust and the NHS.

## OUR VALUES

### Kindness

**We believe kindness is shown by caring as we would care for our loved ones**

- I will be compassionate, courteous and helpful at all times
- I will be empathetic, giving my full and undivided attention
- I will show I care by being calm, professional and considerate at all times

### Courage

**We believe courage is the strength to do things differently and stand up for what's right**

- I will be positively involved in doing things differently to improve our services
- I will challenge poor behavior when I see it, hear it or feel it
- I will speak up when I see anything which concerns me

### Respect

**We believe respect is having due regard for the feelings, contribution and achievements of others**

- I will be open and honest and do what I say
- I will listen to and involve others so we can be the best we can be
- I will celebrate and appreciate the successes of others

Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

## ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

## **Safeguarding**

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

## **Confidentiality**

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

## **Equality impact assessment**

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.