

HR Directorate

Airedale General Hospital
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**POST REF NO:**

POST: LABOUR WARD CO-ORDINATOR (BAND 7)
BASE: AIREDALE NHS FOUNDATION TRUST
SALARY:
HOURS: Full time

An exciting opportunity has arisen for an experienced, highly motivated and enthusiastic midwife to help lead the team on our labour ward. You must be passionate about midwifery and committed to achieving the highest standards of midwifery care for both low risk women and those with more complex health needs. You must have excellent leadership qualities, be a good communicator and have the ability to challenge to ensure that women receive women centered individualised care.

The successful candidate will be responsible for the effective management of the labour ward over the 24-hour period; you will need to demonstrate clinical expertise and compassionate leadership to the midwifery team as well as work alongside members of the multi-disciplinary team. Being responsive to a dynamic environment is a key skill, supporting all staff to meet the needs of the service. The post holder will be responsible for the deployment and supervision of staff when required to meet the needs of the maternity service.

We are a small and friendly unit at Airedale providing the highest standard of maternity care for approximately 2000 women. We support births at home, in our midwifery led rooms including 2 birthing pools and, in our consultant, led unit, all set in a picturesque semi-rural location.

Any offer of employment for this post will be subject to the Trust being satisfied that the result of an enhanced disclosure of criminal convictions, including checks for the Protection of Children/Vulnerable adults, does not indicate that you are unsuitable for the post.

If you are successful, as a condition of your employment you must provide us with your original DBS Disclosure Certificate prior to commencing in post as part of the pre-employment check process unless you are registered with the DBS Update Service in which case you can provide us with your surname, date of birth and certificate number to enable us to complete a status check.

Thank you for your interest in the above post. It is with pleasure that we enclose further details. If you would like to discuss the post in more detail or arrange an informal visit, please contact **Vicky Brooksbank, Interim Deputy Head of Midwifery, on 01535 292385.**

You should complete the application form as fully as possible, including any information which may help us judge your suitability for the post. Experience outside of paid employment, such as voluntary work or caring responsibilities, may be as relevant as paid employment. You will also need to ensure that the references you provide for this position cover the last three years

of employment/voluntary work or training and that they are from someone who has had direct line management responsibility for yourself.

If you have a disability which makes it difficult for you to complete an application form, then we are happy to accept alternative methods of providing the required information. Please contact us to discuss this.

Please note that if successfully shortlisted for this role, all communication will be in electronic format where possible (e.g. Invite to Interview). Therefore please ensure that you regularly check your email/NHS Jobs account. Please be aware that depending on your email provider these emails may automatically go into your junk folder.

In order to keep administration costs at a minimum, we do not write to candidates who are not shortlisted. May we take this opportunity, therefore, to thank you for your interest in working with us at Airedale NHS Foundation Trust and hope that, if you are unsuccessful on this occasion, it will not deter you from applying to us again in the future.

PLEASE READ THE 'IMPORTANT INFORMATION FOR APPLICANTS' DOCUMENT AVAILABLE ON NHS JOBS AS SUPPORTING INFORMATION.

APPLICATION FORMS: Please apply at www.jobs.nhs.uk using the job reference number above.

AIREDALE NHS FOUNDATION TRUST
LABOUR WARD CO-ORDINATOR.

JOB TITLE Labour Ward Co-ordinator

GRADE: Band 7

RESPONSIBLE TO: Labour Ward Manager.

ACCOUNTABLE TO: Director of Midwifery- Professionally
Deputy Head of Midwifery - Operationally

JOB SUMMARY:

To co-ordinate and manage the activities of midwives and other members of the multi-disciplinary team on labour ward, providing leadership, support and expert clinical advice.

To provide 24 hour responsibility for clinical supervision and management issues for the maternity unit, acting as bleep holder for the maternity services when required.

To be an effective role model for all staff on Labour Ward and in the obstetric theatre.

JOB PURPOSE:

The post holder will provide midwifery expertise and expert knowledge in all aspects of midwifery practice including care of both low risk and high risk women and their babies ensuring safe, effective and evidence-based clinical practice in accordance with National Institute for Health and Clinical Excellence (NICE) guidance and ANHST guidelines and policies.

The post holder will actively participate in the education, training and dissemination of professional and clinical knowledge to colleagues, student midwives and other members of the multi-disciplinary team acting as an effective role model.

The development, implementation and audit of clinical guidelines, protocols and policies are key components of the role in order to ensure evidence based clinical practice and safe, high quality care.

The post holder must have the ability to prioritise workload despite competing demands and constantly changing service requirements where it is essential to remain calm under pressure.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution (details of which can be found at the following websites www.nhsemployers.org or www.dh.gov.uk/nhsconstitution)

KEY WORKING RELATIONS

Director of Midwifery

Deputy Head Of Midwifery

Consultant Obstetricians

Associate Specialists

Obstetric Registrars and SHOs

Antenatal/Postnatal Ward Team.

Maternity Assessment Centre and Antenatal Clinics.

Community Midwives.

Anaesthetists,

Theatre Staff

Paediatric Team (Consultants, Registrars, SHOs, SCBU)

Diabetic Team

Social services

Maternity services risk manager

Specialist midwives i.e. Infant Feeding Advisors, Screening coordinator, Drug liaison midwife, Lead for safe guarding, Lead for normality.

KEY ROLE COMPONENTS

Leadership

Management

Clinical Practice

Education and Training

Research and Audit

Leadership Role.

The post holder will:

- To be responsible for the clinical area on a shift to shift basis and to act up in the absence of the ward manager providing expert clinical and professional advice and leadership whilst acting as an expert resource for the hospital in all aspects of midwifery care.
- To support midwifery management by providing leadership in the implementation of Trust guidelines and policies.
- Build good working relationships with member of the multidisciplinary team.
- To communicate effectively with members of the obstetric team in order to keep them up to date and well informed of the clinical condition of women present or expected on labour ward
- To maintain a high standard of midwifery care through planning, implementing and evaluating needs of all women in order to ensure safe, effective, high quality care from admission to discharge/transfer within a multidisciplinary framework.
- To provide support for the staff caring for women.
- To provide clinical leadership to qualified/unqualified staff including motivation and supervision where appropriate.

Management Role

The post holder will:

- Ensure the clinical area has appropriately skilled and qualified workforce to meet its fluctuating needs and to be pro-active in deployment of staff to ensure optimum care and maintain high standards as per escalation policy.
- To organise and supervise the multi-disciplinary team on labour ward endeavouring to achieve a high level of morale by effective organisation and leadership and through appropriate allocation of workload according to experience.
- To participate in the formulation of policies and guidelines thus ensuring high standards of care are maintained and improved.
- Ensure that all equipment, including emergency equipment, is in good working order, reports defects and ensure repairs are carried out promptly or the equipment is replaced.
- Responsible for the safe use and storage of equipment such as resuscitators, CTG monitors, Fibronectin analyser and blood gas analyser.
- Ensuring the safe ordering and storage of drugs, checking expiry dates and keeping stock levels of drugs to meet the needs of the service.
- Promote a safe working environment in accordance with Health and Safety requirements, COSHH, Fire regulations, and manual handling procedures.
- To report and act on any incidents and risks identified within the service delivery environment completing AEF forms as necessary and following the escalation policies when situation arises.
- Ensure an integrated approach to midwifery care both within hospital and community settings, social services and the voluntary sector as required.
- Liaise closely with the leads for vulnerable adults and safeguarding children.
- Liaise closely with theatre team and take overall responsibility for obstetric theatre.
- Undertake KSF appraisals as per Trust policy.
- Act as the bleep holder for the maternity services when required.

Clinical Practice

The post holder will:

- Have the ability to assess the level of risk and will take the lead in planning, implementing and evaluating the care of pregnancy and childbirth for low risk women, including admission through to discharge of mother and baby. Ensure that appropriate referrals are made to consultant led care.
- Work in a collaborative manner, providing midwifery expertise within a multidisciplinary team to provide care to high risk women and their babies.
- Act as a clinical role model, which reflects the philosophy, beliefs and clinical standards of the hospital.
- Use their clinical expertise to interpret and act on clinical findings and results, including when to refer to other professionals.
- Undertake cannulation, IV drug administration, venepuncture, perineal suturing, care for women with epidurals in situ, be proficient at cardiotocograph (CTG) interpretation and able to act appropriately on the findings.
- Have the expert skills to manage all obstetric emergencies as they arise including maternal and neonatal resuscitation.
- Ensure the safe prescription and administration of drugs in line with Trust and NMC policies.
- To participate in the training of equipment and disseminate knowledge to other members of the multidisciplinary team.
- Adhere to Trust infection prevention and uniform policies in the interests of ensuring best practice in infection prevention and control.

- To work within NMC standards for record keeping ensuring that any support/advice given to others is documented in the clinical records.
- To participate in the maternity unit on call rota

Education and Training

The post holder will:

- Be responsible for his/her own professional development, including attendance at Trust Mandatory Training days and ensure members of his/her team are up to date with their professional development in accordance with the NMC requirements.
- Actively participate in the education, training and dissemination of professional and clinical knowledge to colleagues and other members of the multidisciplinary team, and provide preceptorship and induction to staff new to the area.
- Act as an effective role model to all members of staff.
- Develops a culture and environment conducive to learning within the workplace which will provide midwives with opportunities to develop, work effectively and flexibly within diverse situations and within the realms of evidence based practice.
- Support practitioners who are developing their own professional practice, either through formal study or work based learning.
- Promote and implement new evidence-based practice within the clinical environment, according to the Trusts policies, guidelines, standards and standing operating procedures.
- Act as a mentor/assessor for midwifery students.

Audit and Research

The post holder will:

- Demonstrate a high level of commitment and enthusiasm to audit, research and education.
- Support the implementation of evidence based practice and professional guidelines through attendance and participation at the guidelines group, labour ward forum and clinical effectiveness forum.
- Lead and support audits specific to maternity.
- Participate in research projects within the clinical setting that improve the quality of care and health outcomes for women and their babies.
- Participate in the Trusts clinical Governance meetings as appropriate.

GENERAL

Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health & Safety

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

Manual Handling

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

PERSON SPECIFICATION

TITLE OF POST	LABOUR WARD CO-ORDINATOR
BAND	7
DEPARTMENT	MATERNITY
LOCATION	AIREDALE GENERAL HOSPITAL

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<ul style="list-style-type: none"> Registered Midwife ENB 997 or equivalent Evidence of continued and recent professional development / education 		Application form
Experience	<ul style="list-style-type: none"> Significant experience working at band 6 midwife Competence in all aspects of care – theatre work, suturing, epidural top ups etc. Proficiency in cannulation Administration of IV drugs 	<ul style="list-style-type: none"> 	Application form
Training	<ul style="list-style-type: none"> Staff development training 	<ul style="list-style-type: none"> Complaints training Managing sickness and absence Management course 	Application form
Special Knowledge expertise	<ul style="list-style-type: none"> Ability to co-ordinate and undertake all roles within the Maternity Unit 	<ul style="list-style-type: none"> ALSO course or equivalent 	Application form Interview
Personal qualities	<ul style="list-style-type: none"> Leadership skills Communication skills Excellent organisation skills Optimistic Motivated 		Interview
Practical / intellectual skills	<ul style="list-style-type: none"> Up to date knowledge of evidence based care, risk management and audit. Knowledge of NHS and wider issues related to care. 		Interview
Attendance record	<ul style="list-style-type: none"> Ability to maintain a satisfactory level of attendance Medically fit for work 		Attendance record Occupational Health Screen
Additional requirements	<ul style="list-style-type: none"> Evidence of project work / change management leading to care development 		Application form

