

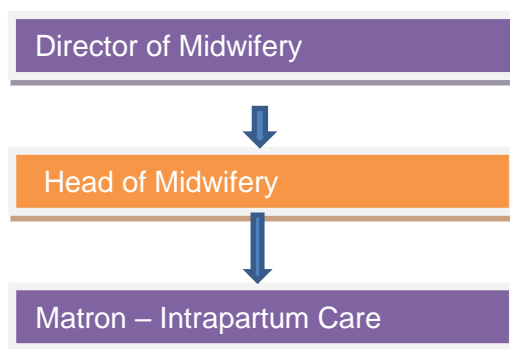


JOB DESCRIPTION

Job Title:	Matron – Intrapartum Care
Department:	Maternity
Division:	Women's Health & Paediatrics
Band:	8a
Hours:	37.5 hours per week, with participation in Senior Midwife On Call rota
Responsible to:	Head of Midwifery
Accountable to:	Director of Midwifery
Responsible for:	Labour Ward, Birth Centre, Triage, Maternity Theatres, GAM line
Base:	Main base is St Peter's Hospital, with requirement to work across both St Peter's and Ashford Hospital sites to fulfil role, and working at any other Trust site as required.
Disclosure and Barring Service Required:	Yes Enhanced
Job Summary:	<p>The postholder will:</p> <ol style="list-style-type: none"> 1. Have specific responsibility for the overall management and clinical leadership within Labour ward, Birth centre, Maternity theatres and Triage. Will have specific responsibility for staff management and including resource allocation, deployment, annual leave etc 2. Work as part of the senior midwifery team with specific focus on maintaining high standards of clinical care and enabling the maternity service to provide safe care. 3. Provide a visible and accessible senior professional presence in the environment to which the Band 7 co-ordinators , MSWs and admin staff, midwifery staff, anaesthetic and theatre staff, clients and their families can turn to for assistance. 4. Will enable effective liaison between the inpatient service, Birth centre and labour ward, which will involve regular clinical experience in both areas as required. 5. Work in partnership with the Director of Midwifery & Gynae Nursing and Neonatal services in the development of the maternity services. 6. Foster excellent communication and professional relations with the consultant obstetric, consultant anaesthetic consultant midwife and consultant neonatal teams ensuring that the communication pathway for the review and management of women and babies is followed and is effective. 7. Lead on and be responsible for Saving Babies Lives standards 4 and 6. Providing evidence for monthly submission and reports to the monthly SBL group. 8. Support and provide evidence of compliance as required in relation to relevant CNST standards. 9. Lead on and be the responsible person for ensuring staff engagement and compliance with the standards included within the Clinical Accreditation process. Aspiring to achieve and comply with Gold standard.

<p>Key working relationships</p>	<p>Internally the postholder will develop effective working relationships with:</p> <ul style="list-style-type: none"> • Head of Midwifery • Chief Nurse • Director of Midwifery • Clinical Director • Clinical Governance Manager • Matron – Inpatient, Day Assessment Unit (DAU) and Antenatal Clinic (ANC) • Matron - Community and Call the Midwife line • Theatre team • Anaesthetic team & Consultants • Midwifery Manager, Community & Outpatients • Team Leaders • General Practitioners • Specialist Midwives • O&G Consultants • Neonatal Consultants • Senior Nurse NICU • SCU team leader • Paediatricians • ITU outreach team <p>Externally this includes:</p> <ul style="list-style-type: none"> • Colleagues in other NHS Trusts and organisations. • LMNS/ICS • MVP • Local Authority
<p>Key Result Areas:</p>	<ul style="list-style-type: none"> • Undertake clinical activity to satisfy NMC requirements for registration, acting as a role model by maintaining clinical competence and credibility through clinical practice. • Provide professional leadership, motivation and supervision to ensure that evidence based clinical standards of care to patients are achieved, monitored and developed. • Ensure appropriate staffing to the areas of management to deliver high standards of clinical care. • Ensure that complaints are dealt with in a proactive manner and within Trust and national requirements and deadlines. • Support the Band 7 Co-ordinators in resolving clinical and operational issues to ensure the fundamentals and infrastructure are in place to deliver high standards of care. • Will ensure robust mechanisms for Safeguarding Children in area. • To ensure that administrative and support services are designed and delivered to achieve the highest standards of care. • To function as part of the team of senior managers ensuring the day-to-day running of the maternity unit.
<p>Date of last review:</p>	<p>March 2024</p>

1. DEPARTMENT ORGNISATION STRUCTURE CHART



2. MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

The Matron for Intrapartum Care will be a significantly autonomous professional clinical manager, responsible to the Trust for the multiple clinical services within the Labour Ward, Triage, Obstetric Theatres and, The Abbey Birth Centre ~~and Call the Midwife Advice Line~~. The post holder will have a strategic responsibility with the Divisional Director, to ensure business plans, budgets, and workforce and staff development are in place to deliver a quality service for the Division and Trust. The postholder will represent the Maternity Services internally and externally as required on a regular basis and develop links with other managers and senior midwives/nurses.

The successful candidate will ensure that the Matrons principles are embedded in practice including:

- i. Public patient involvement
- ii. Infection prevention and control
- iii. Hospital cleanliness
- iv. Care bundles
- v. Tissue viability
- vi. Medicine Management
- vii. Safe environment for patients, staff and visitors
- viii. Patient experience
- ix. Safeguarding agenda for children and adults
- x. Maternity Matters

Clinical and Professional Leadership

1. To be a visible, accessible, authoritative, and influential figure on whom staff, women, birthing people and families can rely on to ensure that a high standard of personalised care is provided safely, effectively and efficiently.
2. To provide professional leadership, an excellent role model and manager to all midwifery and nursing staff.
3. Promote the improvement of quality and clinical effectiveness within resource constraints and continuously assess and monitor risk in own and others practice and challenge others about wider risk factors.
4. Ensure a high visibility and accessibility for users and their families –be proactive in identifying and helping to resolve specific or recurrent concerns.
5. Be visible and maintain responsibility, accountability and authority for allocated clinical areas ensuring that day to day provision of services is timely and safe, supporting the organisation and service users
6. Ensure Co-ordinators develop effective working relationships with the multidisciplinary team to enhance effectiveness of patient care and the efficiency of patient pathways.
7. Accountable for achieving consistency of care standards within sphere of control, enabling the delivery of safe and high-quality care for all patients.

8. Will work with all staff to provide a culture that is developmental, flexible and supportive. Influence and empower through motivating and supporting staff.
9. Work closely with the Director of Midwifery, Head of Midwifery, Neonatal Leads & Gynae Nursing, MNVP and General Practitioners together with the Patient Advice and Liaison office to develop local strategies designed to involve users, to learn from their experiences, and to improve the quality of the service
10. Facilitate the maternity team to develop effective working relationships with the multidisciplinary team to enhance the management of woman centred care
11. To work in partnership with the Maternity and Neonatal Voice Partnership (MNVP) and other service users to ensure their involvement in the development of services.
12. Promote and represent Midwifery at a local, national, and corporate level. Work collaboratively with the Local Maternity and Neonatal System (LMNS)
13. Lead midwifery and other key staff in local action planning to deliver targets and aspirations as set out in the Trust's strategy for Nursing and Midwifery inclusive of SBL, CNST and local Clinical Accreditation
14. Support the clinical team in developing and monitoring quality & safety processes in partnership with the Quality & Safety team to deliver continuous quality improvement focusing on the fundamentals of care and be an active member of the Perinatal Governance committee.
15. Demonstrate a systematic approach to staff development, ensuring that the Team Leaders are appraised annually and that their objectives reflect organisational and professional requirements.
16. Provide structured support to Co-ordinators to enable them to benefit from leadership and other personal development programmes.
17. Use agreed benchmarks and the Trust's Standards for Practice and Care
18. Support the Director of Midwifery & Gynae Nursing in implementing the Directorate Quality and Risk Management plan. Be proactive in supporting ward teams to identify and manage clinical and non-clinical risk.
19. Develop systems for using complaints and incidents as a constructive learning tool to improve future performance.
20. In conjunction with the Quality & Safety Lead take responsibility within sphere of control for clinical and non-clinical risk issues, including health and safety.
21. Ensure that audits and risk assessments take place and appropriate action is taken in conjunction with the Quality & Safety Lead. Develop and lead an ongoing programme of clinical and organisational audit in relation to inpatient services.
Provide leadership to deliver quality improvement initiatives across clinical specialities. Promote and support team based quality improvement initiatives whilst driving the corporate Improvement agenda.
22. In partnership with the Quality and Safety Lead will be responsible for all reviewing all Quality & Safety issues within the clinical area
23. Will be required to take the lead in a range of identified areas of service provision and manage the change process of a developing service.
24. The post holder will face a range of complex issues on a day-to-day basis which require appropriate analysis and judgement.
25. The postholder will ensure there is active safeguarding supervision around plans of vulnerable women accessing the service.
26. The post holder will lead on the development of high-risk pathways and associated competencies, documentation, and training for the medical and obstetric complications that present in the unit.
27. The post holder will facilitate raising the profile of the maternity services research profile and embedding regular subscription to programmes and studies.
The post holder will have comprehensive knowledge of the evidence-based practice, guidelines and national recommendations in relation to obstetrics and midwifery for intrapartum care and will seek to introduce best practice on the labour ward and Birth Centre.

Training and Development

1. Demonstrate a systematic approach to staff development.

2. The postholder will link with the practice education team and ensure that robust training competencies are developed in response to service change, practice issues or staff development.
3. The postholder will contribute to the development and participate in the ongoing training in conjunction with the practice education team ensuring responsiveness to obstetric emergencies and complex situations.
4. To ensure that competence in clinical practice is developed, monitored and maintained.
5. Ensure Band 7's are trained to the national standards of the Lw framework and have effective clinical leadership skills.
6. Ensure a learning environment suitable for the education of midwifery/nursing and other students and for the ongoing development of clinical and support staff.
7. Ensure all staff in area of responsibility are appraised in line with KSF requirements annually and that their objectives reflect organisational and professional requirements 100% on time.
8. Identify training and development needs of midwifery and support staff, supervising the development of a training plan in conjunction with the specialist midwife for the labour ward, the consultant midwife and the Trust's training department.
9. Support staff in achieving their personal development plans and ensuring appropriate allocation of resource to achieve this where possible.
10. Ensure all staff have the appropriate training to develop confidence in caring for clients who face traumatic circumstances such as bereavement, domestic violence etc.
11. Provide professional support and direction to meet NHS performance targets.
12. The post holder will ensure staff have appropriate training for their defined area of management with regard to Safe Guarding, Health & Safety At Work Regulations, COSHH Regulations and any Trust mandatory training.

Divisional and Corporate Management

1. Have overall responsibility for the clinical service area.
2. To work in partnership with the Director of Midwifery & Gynae Nursing and the Divisional Director in the management and delivery of the Trusts performance targets including access targets, budget management, clinical governance and workforce management.
3. To identify need for and prepare business cases as required ensuring appropriate care in areas of responsibility.
4. With the Director of Midwifery, and Workforce lead Midwife review and ensure that workforce, staffing establishments and skill mix are appropriate to current clinical demands, ensuring compliance with the principles of 'Improving working lives'.
5. Develop and implement national and local strategies within allocated clinical areas using appropriate and innovative approaches to maximise retention and recruitment.
6. To participate in the recruitment, selection and induction of midwifery and support staff in line with the relevant Trust policy.
7. Champion a culture for work area which encompasses the Trust values for staff in which they can expect to work in an environment where they are valued and accountable for their actions and supported to maximise their potential at all times .
8. Demonstrate up to date knowledge and understanding of National, Trust and Divisional work streams and priorities to facilitate clear management leadership and direction for allocated clinical areas.
9. Manage the day to day operational issues relating to allocated clinical areas.
10. Lead the effective management of organisational change within allocated clinical areas in line with Trust HR policies and best practice.
11. Support and facilitate AEQUIP model of Clinical and restorative supervision within Midwifery.
12. Monitor and oversee duty rotas to ensure effective use of resources and clinical safety.
13. Ensure rigorous review of bank and agency usage and controls the management of staff sickness and other leave.
14. To develop local strategies, in partnership with HR, for the effective recruitment and retention of staff.
15. Ensure that conduct, attendance and performance of all staff within direct area of responsibility is maximised and that staff are managed in line with Trust HR policies.

16. Ensure that staff within sphere of control are kept up to date and comply with Trust and local policies and procedures.
17. In partnership with the Quality & Safety Lead, Obstetricians, Neonatal Services and Head of Midwifery coordinate and facilitate the development, implementation and review of standards, policies, procedures competencies and clinical guidelines. Investigate incidents as required and will be required to lead in performance/disciplinary matters with staff as necessary.
18. Ensure a proactive approach to complaints management among staff. Investigate complaints, identify, and respond to the outcomes, to inform future practice. Will be required to lead/participate in face-to-face meetings with complainants.
19. Liaise with the Director of Midwifery & Gynae Nursing and with other speciality leads to ensure a consistent approach to the management of maternity services and standards of care.
20. Act as an ambassador for midwifery and for the Trust, both internally and externally.
21. Provide regular and ad hoc reports as required by the Director of Midwifery & Gynae Nursing

To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.

PERSON SPECIFICATION

Matron - Intrapartum Care

Factors	Essential	Desirable	Assessed by:
Attitude, Behaviour and Values	<ul style="list-style-type: none"> Always puts patients first Customer service focus Willing and able to take personal responsibility Demonstrates passion for excellence Seeks out and takes opportunities for improving the service offered Takes pride in their work and their team Flexible in their attitudes and behaviours to support team working and delivery of objectives Respects, values and cares for others Supports learning and development of self and others Supports and promotes equality and diversity 	•	
Qualifications and Further Training	<ul style="list-style-type: none"> Registered Midwife with the Nursing & Midwifery Council or Health Professions Council Master's degree in nursing and Midwifery or health related field or evidence of working at this level. Leadership Training Demonstrates evidence of ongoing continuous professional development. Training in Managing Conduct., Health, Sickness & Performance, Recruitment & Selection, Appraisal etc Training in Obstetric Emergencies and Human Factor Training 		Application form and interview
Experience	<ul style="list-style-type: none"> Extensive post registration experience with considerable experience at senior level. Ability to establish good working relationships and networks Proven leadership/ management experience Demonstrate recent experience of managing change in either processes and/or service development Ability to represent the service and contribute effectively at external meetings such as LMNS Understanding of NMC Code of Practice and requirements of it for the practice & behaviour and its application to the management of staff and self. Proven track record in improving patient experience and gaining patient/public views. Experience in delivering Clinical Governance, Risks and Safety management. Proven experience leading investigations into complex complaints and clinical incidents. Safeguarding experience. Track record of achieving change in clinical practice and organisational practice. Experience in contributing at corporate level. Experienced and competent in budgetary control and business planning. Experienced and competent in producing complex reports. 	• Experienced in setting standards	Application form and Interview
Knowledge	<ul style="list-style-type: none"> Sound knowledge of national professional agenda Strategic understanding of national and local healthcare agendas and their implications Knowledge of national and local diversity issues Evidence based knowledge 		Application form and interview

Skills	<ul style="list-style-type: none"> • Confident in all midwifery skills including labour ward skills • Excellent leadership skills • Excellent written and verbal communicator • Computer skills including use of spreadsheets and databases • Analytical and problem solving skills • Hold an aerial view of the maternity service as a whole • Competent and confident in performance management and development of teams and individuals • Able to gain credibility with and influence fellow clinicians, managers and speciality leads – including influencing clinical changes where appropriate. <p>Must be able to demonstrate, in relation to patients, visitors, colleagues and other individuals connected with the Trust and NHS:</p> <ul style="list-style-type: none"> • You have knowledge & awareness of diversity and human rights as appropriate to your role • You are able to communicate effectively to ensure high standards of care, treatment, service or support as appropriate to your role, • Patient facing roles -be able to understand an individual's communication, physical & emotional needs; recognise their needs and preferences • Able to provide a customer focussed service and able to multi-task 		Application form and interview
Other requirements	<ul style="list-style-type: none"> • Able to inspire, motivate and influence others • Able to prioritise and delegate • Keen to empower others • High level of energy, stamina and enthusiasm • Able to work under pressure and to meet deadlines • Able to work on own initiative • A team player • Highly credible and able to command respect • Flexible and adaptive • High integrity • Able to demonstrate that you are honest, reliable and trustworthy • Treat patients, visitors, colleagues with respect • Ability to travel between Trust sites <p>Ability to be flexible to meet the needs of the team, the service and the Trust</p>		

Values and Behaviours

Ashford and St. Peter's Hospitals **NHS**
NHS Foundation Trust

Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Care	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you walk past is the standard you accept
Compassion	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
Communication	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
Humility	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

Passion for Excellence

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Positivity	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
Insight	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
Initiative	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
Innovation	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo



Developed by staff through the Trust Wall and through conversation in Autumn 2013

Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
Commitment	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
Self-awareness	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
Open-mindedness	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
Courage	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

Pride in our Team

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Constructiveness	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
Selflessness	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
Collaboration	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
Integrity	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words

VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

WORKING FOR THE TRUST GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role /

band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

EQUALITY, INCLUSION, DIVERSITY AND RIGHTS

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site:

<http://www.asph.nhs.uk/annual-equality-and-diversity-report>

MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

MANDATORY TRAINING

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

QUALITY AND RISK MANAGEMENT

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards. (<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Risk & health & safety policies are available at <http://trustnet/documents/menu3.htm>;

- Patient care policies are available at <http://trustnet/documentss/menu8.htm>;
- Fire policy is available at <http://trustnet.asph.nhs.uk/documents/document306.htm>;
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

WHISTLE-BLOWING (FREEDOM TO SPEAK UP)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at: http://www.ashfordstpeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>


REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

SAFEGUARDING

All Trust employees have a responsibility to take appropriate action if they believe that a child or adult at risk (with care and support needs) is in need of services or in need of protection. Staff must be committed to safeguarding and promoting the welfare of children, young people and adults at



risk, recognising that looked after children, patients with a learning disability or other cognitive impairment may not be able to keep themselves safe from harm or abuse. All staff will understand and adhere to the principles laid out in the [Mental Capacity Act \(MCA\)](#) as appropriate to their role within the Trust.

Everyone is responsible for accessing the relevant level of training for their role and for following the Trusts local Safeguarding procedures; completion of training and understanding of safeguarding arrangements should be discussed in annual appraisals and/or form part of re-validation requirements. The Trust works collaboratively with partner agencies in regard to safeguarding and staff must be aware of multi-agency partnership arrangements as relevant to their role; follow links to [Surrey Adult multi-agency procedures](#) & [Surrey Children's Services](#) for further information.

Information on Child Protection is available on the Trust website: [Safeguarding Children](#)
Information on the Abuse or Suspected Abuse of Adults is available on the Trust website: [Safeguarding Adults](#)

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff who require a DBS will have been checked on joining the Trust and for staff who are part of the children's workforce they will have a three yearly repeat check.

SUSTAINABILITY

The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.

August 2022