

Job Description

Job Title:	Specialist Safeguarding Midwife
Band:	7
Hours:	37.5
Base:	Luton and Dunstable Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Named Midwife Safeguarding Children
Terms and Conditions of Service:	Currently those of Agenda For Change and other local agreements

OUR VALUES:



JOB SUMMARY:

The Postholder will work with the Named Midwife for Safeguarding Children in order to:

- Provide specialist support and advice on issues relating to the safeguarding of children
- Provide education for all health care professionals working in maternity caring for vulnerable families
- Assist the Directorate and the staff in their duty to protect children from harm
- Assist with the ongoing development of the safeguarding agenda within maternity services.
- This midwife will act as a resource for other members of the multidisciplinary team and be able to demonstrate knowledge and competence in the specialist role.
- The specialist midwife will take the operational midwifery lead for safeguarding children.
- The specialist midwife must ensure that policies and guidelines for the Safeguarding children are up to date and based on latest evidence.

OBJECTIVES AND PURPOSE OF THE POST:

- Provide expert advice to midwives and other colleagues, to enable all staff to offer high-quality, individualized care to vulnerable groups, providing supervision and support to multi-professional staff in relation to safeguarding children.
- Support the Named Midwife for Safeguarding and act up in their absence.
- Ensure adherence to Local Safeguarding Children Boards Policies and procedures
- Develop and maintain collaborative inter-agency working as an essential component of all aspects of this post.
- The post holder will be a midwife practising autonomously attending women during the antenatal, intranatal and post natal periods.
- The postholder will work as a member of the midwifery team providing direct midwifery care to women.
- This job description reflects the present requirement and objectives of the post, it does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder.

KEY RESPONSIBILITIES

Client Care

The post holder will maintain own clinical skill and competencies

- Ensure that at all times the interest and well-being of babies are paramount, whilst continuing to act as an advocate for their mothers
- Developing individualised plans of care in conjunction with other appropriate services to ensure the safety of the mother and newborn and the transition of care to other health professionals
- Ensure agreed actions identified within individual management plans are being undertaken
- To provide specialist advice and support regarding the ongoing day to day safeguarding concerning the health, safety and wellbeing of children and vulnerable adults.
- To provide supervision/case management guidance to staff within the safeguarding process, promoting good standards of record keeping
- To assist staff in making timely referrals to appropriate agencies and services
- Advise and support staff in the management of sensitive and complex matters concerning safeguarding children
- Provide direct support to maternity colleagues when conflict arises with clients and or external agencies
- Attend strategy meetings and case conferences as a support for staff or as a representative of the Trust, when required
- Encourage a holistic, non-judgemental approach to vulnerable groups of clients
- To ensure that women receive evidenced based information
- To assist in the completion of adoption documentation on behalf of the Trust
- To assist in the reporting process of child deaths
- Collect and manage submission of nationally required data such as that pertaining to female genital mutilation etc.
- To assist in the Child Safeguarding Practice Review process, specifically in the implementation of findings and recommendations. This will also include the learning from internal management reviews.

Professional Leadership

- Support colleagues in their care of clients for whom there are safeguarding issues
- Provide specialist midwifery advice facilitating high quality, individualised safeguarding care to women and their families.
- Advise named midwife of any safeguarding management issues pertinent to maternity services.
- Provide safeguarding supervision for staff



Education & Training

- Ensure personal and professional development is maintained, that skills and knowledge are continually renewed and updated in order to provide high quality Safeguarding Leadership
- Identify and facilitate training needs within the maternity unit
- Deliver formal and informal teaching to all staff, to ensure heightened awareness of safeguarding children issues
- Guide and coach midwives and other designated key staff in developing and strengthening Safeguarding skills and meeting the responsibilities for safeguarding arrangements within their area.
- Support the Trust Safeguarding training agenda

Communication

- To work with the Named Midwife, Named Nurse, Named Doctor and Administrator for the Trust Safeguarding Children Team, Designated Nurse and Doctor for the areas served by the Trust to ensure professional practice within the Trust safeguards children.
- Ensure that effective, timely communication both internally and externally complements multidisciplinary/interagency working
- Establish and maintain collaborative links with primary health care teams, community based services and voluntary organisations in order to meet the holistic needs of vulnerable women and their children.
- Receive and communicate sensitive, complex and contentious information.

Risk Management

- Identify clinical risks and ensure appropriate action is implemented in accordance with the Trust Risk Management Policy.
- As delegated by Named Midwife initiate investigations of incidents, accidents, missed cases and complaints.
- Implement recommendations/ action plans from incidents, external reports and new safeguarding guidance.

Policies and Guidelines

- To work within, and ensure others work within the policies, protocols and guidelines of Bedfordshire Hospitals Trust/ Luton and Dunstable Hospital NHSTrust
- Ensure there are appropriate policies and guidelines to deliver a high standard of care to women and their babies, protecting the needs of the vulnerable.
- Maintain an awareness of changing local policies and national recommendations, implementing as directed.
- Take a lead role in partnership with the Named Midwife, Named Nurse and Named Doctor for safeguarding children policy development.



Audit

- Auditing Safeguarding within maternity services, identifying gaps in areas of service provision and developing strategies to address areas of deficit.
- Evaluate and audit training programmes
- Audit safeguarding documentation to ensure management plans/chronologies are maintained.
- Contribute to safeguarding reports, providing relevant audit data.

GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.

STANDARDS:

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.



INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

PRIVACY STATEMENT:

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.



PROMOTING EQUALITY:

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

SMOKE FREE:

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.



If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

ASSISTANCE WITH TRUST PROCESSES:

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.