

JOB DESCRIPTION

Job Title	Registered Midwife
Band/ Grade	Band 5
Directorate	<u>Maternity, Women & Children's</u>
Professionally Accountable to	Head of Midwifery
Responsible to	Hospital / Community Managers

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

With the support of a specific preceptor and senior midwives, assess the care needs of women and babies, and implement and evaluate programmes of care throughout the antenatal, intrapartum and postnatal period. Work autonomously within sphere of practice

Time Boundary From the time that the substantive post commenced, until 1 year post registration clinical experience has been completed. This will be on the

ORGANISATION CHART - See Appendix (if applicable)

MAIN FUNCTIONS OF THE JOB

Clinical Responsibilities:

- Assess, plan , implement and evaluate care for a defined caseload of women, using evidence to support prescribed care within the boundaries of the current role
- To minimize clinical risk to women and babies by identifying potential risk, and alerting senior colleagues to those risk
- To be compliant with the Trust risk reporting system
- To be aware of the referral systems to allied professional(s) who interface with the midwifery service users and providers i.e. Health Visitors, Social Workers
To practice in accordance with Obstetric and Midwifery Unit policies/procedures

Research & Audit:

- Participate in multi-disciplinary developments, projects and audits within the ward/department
- Contribute to the research process as required
- Work in partnership with senior colleagues, in particular the Matron for service development, to promote evidence based practice and the midwife led model of care

Training & Development:

- Take responsibility for own personal and professional development
Maintain a professional portfolio, to include a reflective diary
- Work with preceptor to consolidate previous knowledge and skills in a supportive environment
- Refer to and complete, the Preceptor Information Pack, which will serve as a tool to inform and support transition from learner to autonomous practitioner
- Attend Trust Induction Program and all mandatory midwifery training sessions
- Utilise the Supervisory framework for support and professional development
Support junior staff and learners
- Comply with the requirements of the Knowledge, Skills Framework in terms of setting aims and objectives, and meeting outline competencies within the time frame

Managerial Responsibilities:

- Manage the care of women and babies within the resources available but without compromise to their safety and well-being
- Demonstrate an awareness of the efficient use of the ward/department budget identifying cost savings that do not compromise care/quality
- Manage own time appropriately.
- Join with members of focus group(s) taking a responsibility for contributing to service development
- To maintain an awareness of the need to maintain a safe environment for self, staff and patients, and to use the appropriate referral system to report any Health and Safety or untoward incident
- To comply with the Trust mandatory training e.g. Clinical Health and Safety, Fire, Resuscitation training



General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

Health and Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies and Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

No Smoking Policy

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

PERSON SPECIFICATION

Directorate **Womens and Childrens**
Job Title **Registered Midwife**
Band/ Grade **Band 5**

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Registered Midwife	<input type="checkbox"/>	
IT literate	<input type="checkbox"/>	
SKILLS, KNOWLEDGE AND ABILITIES		
Ability to effectively communicate both verbally and in writing to a wide range of people	<input type="checkbox"/>	
Aware of own development needs	<input type="checkbox"/>	
Sound understanding of current midwifery issues		<input type="checkbox"/>
EXPERIENCE		
Experience of working in both hospital and community settings following qualification.		<input type="checkbox"/>
PERSONAL ATTRIBUTES		
Ability to carry out full range of duties associated with the post, with any aids and adaptations, which may be appropriate.	<input type="checkbox"/>	
Professional appearance and manner	<input type="checkbox"/>	
Participate in the on-call Rota as required by needs of service.	<input type="checkbox"/>	
Flexible and adaptable	<input type="checkbox"/>	
Ability to develop within the role	<input type="checkbox"/>	
Ability to develop within the role	<input type="checkbox"/>	
OTHER FACTORS		
Ability to fulfil the travel requirements of post	<input type="checkbox"/>	
Satisfactory Occupational Health assessment	<input type="checkbox"/>	
Satisfactory Criminal Record check	<input type="checkbox"/>	