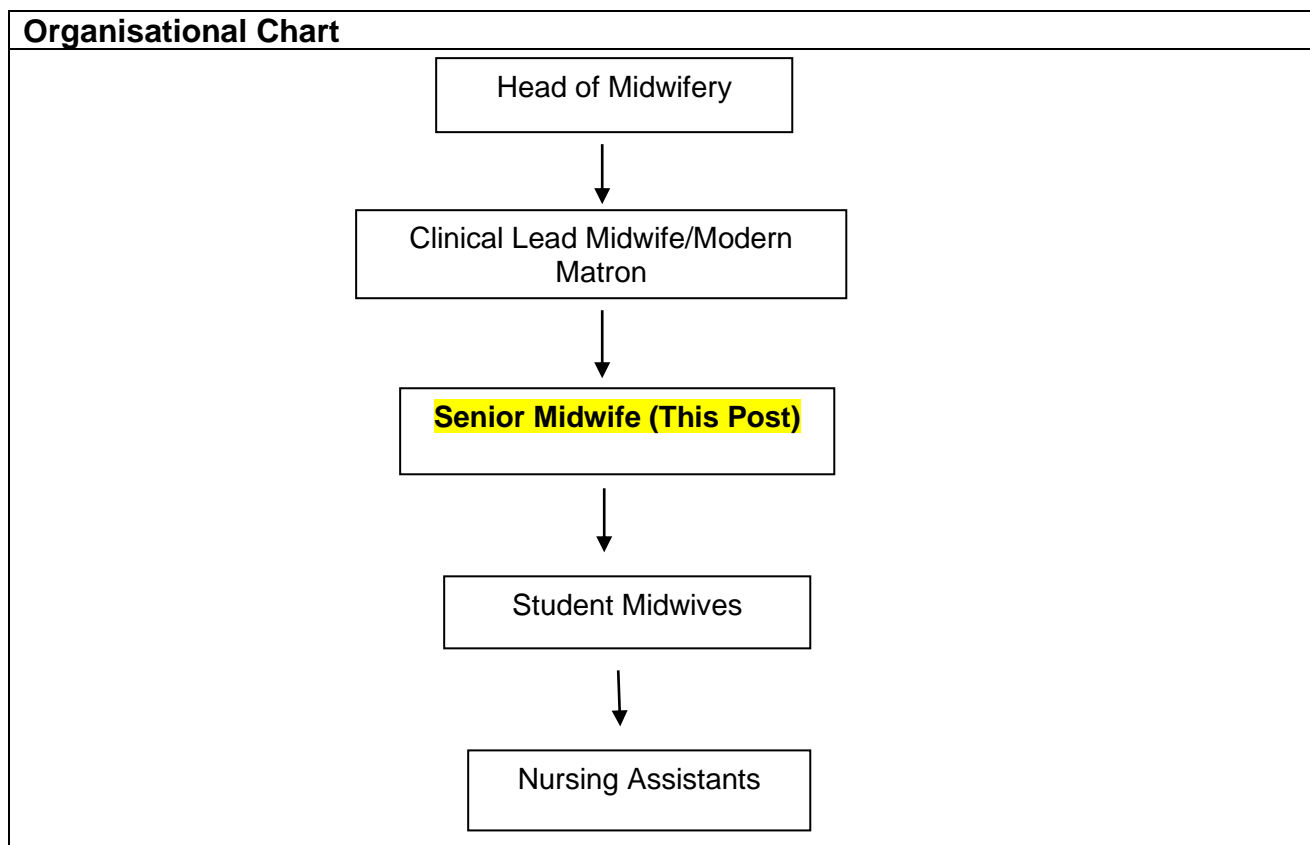


Job Description

Job Details	
Job Title:	Ward Manager/Senior Midwife
Business Unit:	Surgery
Department/Ward:	Maternity
Location:	Trust wide
Pay Band:	Band 7
CAJE No:	NUR0680
Main Purpose of the Job	
<ul style="list-style-type: none"> • To take 24-hour responsibility for the efficient and safe management of a ward/dept • To be responsible for all midwifery care standards and to maintain high clinical standards. • To provide senior midwife unit management cover • To exercise accountability as set out in the NMC Midwives Rules and Standards • To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries. 	
Dimensions	
<ul style="list-style-type: none"> • To provide midwifery care to either individual women in labour or a caseload of patients and to provide verbal and written handovers to midwifery colleagues and the multi disciplinary team • To manage midwives, nursing and others within the ward/dept, 20-30 wte staff and up to 30 patients, ensuring services are delivered within defined budget. • To provide midwifery care to an advanced level. 	



<p>1. Communications and Relationships</p> <ul style="list-style-type: none"> • To ensure effective communication has been established with parents, their families and all members of the multidisciplinary team to ensure high quality care. • Initiate verbal and written reports to colleagues, carers and patients. • Ability to use developed interpersonal communication skills when appropriate, e.g. assisting parents of a stillborn baby. Use of empathy is essential. • Provide and receive routine information requiring tact and persuasive skills, or with barriers to understanding e.g. give information to women about the service or planned intervention, offering appropriate support and reassurance. • To communicate with external agencies including neighbouring trusts and social services as required. • Must be able to demonstrate the English language proficiency level required for this post.
<p>2. Knowledge, Skills, Training and Experience</p> <p>Essential</p> <ul style="list-style-type: none"> • 1st Level live NMC required Registered Midwife • PP126/127 } or equivalent • D32/33 } • Registered Mentor • Previous experience at Band 6 • Thorough understanding of contemporary midwifery issues • Evidence of managing change in ward/dept area • Evidence of practice development • Evidence of introduction and maintaining effective clinical governance strategy • Basic knowledge of financial management • Experience of co-ordinating a team • Knowledge of primary care • Evidence of innovation in practice • Thorough understanding of expanded roles/professional practice issues • To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development. • To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients. • To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients. • Accountability for the leadership of post holders staff / teams / departments. <p>Desirable</p> <ul style="list-style-type: none"> • Leadership Course • Management Course • Diploma or Degree in Midwifery • ALSO Course • NLS Course • Knowledge of or experience in coaching and mentoring practices and tools • Knowledge of or experience in Quality improvement tools, techniques and methods.

3. Analytical Skills
<ul style="list-style-type: none"> Assessing and recognising deviations from normal midwifery. Takes appropriate action, leads others through process.
4. Planning & Organisational Skills
<ul style="list-style-type: none"> To assess, plan, implement and evaluate programmes of care in partnership with the women and the multidisciplinary team.
5. Physical Skills
<ul style="list-style-type: none"> Highly developed skills e.g. suturing.
6. Patient/Client care
<ul style="list-style-type: none"> To promote health with all women and carers To take responsibility on a regular basis for the organisation and co-ordination of midwifery services in the ward/unit over a 24-hour period. To deliver governance standards in line with CNST Midwifery Standards, the 'Essence of Care Standards' and the Trust Governance framework To respond to enquiries from relatives and carers and other organisations i.e. PALS, deal with concerns and actively problem solve to improve the patients experience To extend the midwifery role to include the Chief Nursing Officers 10 Key Roles To take 24-hour responsibility for the efficient and safe management of a ward/unit Be responsible for assessing and recognizing deviations from normal midwifery, able to interpret information, take appropriate action and lead others through this process. Be responsible for providing direct advice via telephone Advise and give professional clinical advice to parents throughout the pregnancy, labour and puerperium. Ensuring the delivery of 'Compassion in Practice' - Nursing, Midwifery and Care Staff Vision and Strategy, incorporating the 6C's.

<p>7. Policy & Service Development</p> <ul style="list-style-type: none"> • Risk Management – To deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies. • Health & Safety –To take reasonable care for their own health & safety, and that of others who may be affected by their activities; to co-operate within the Trust by complying with all health & safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety. • Patient, Carer & Public involvement - To adhere to the principles of patient, carer and public involvement in their work area, in line with Section 11 of the Health and Social Care Act 2001 and the Trust's strategy for Patient, Carer & Public Involvement; to ensure that patients are the focus of everything they do and follow good practice shared in line with the Trust's policies and procedures, such as learning from complaints and concerns. • Contribute to the team discussion making on proposed and planned changes affecting clinical care/ • Ensure the implementation of Trust Policies within the Team • Advise on the development and implementation of new policies and guidelines within the ward/unit area, specifically to the effect on patient care/ • It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role.
<p>8. Financial & Physical Resources</p> <ul style="list-style-type: none"> • To utilise resources effectively using evidence based best practice. • Report the failure or mechanical problems of any items of equipment in line with the Medical Devices Policy • Take delegated responsibility from the Head of Midwifery/OSM for the Pay and Non Pay budget; to fully understand all expenditure. • To have effective systems in place for ordering stock and non stock. • Be responsible for duty rotas and deployment of skill mix over the 24-hour period, with evidence of planning for the future, including effective deployment of temporary staff. • In line with Statutory regulation utilise Charitable Funds. • Authorised and accountable signatory for 'signing off' time sheets and expense.
<p>9. Human Resources</p> <ul style="list-style-type: none"> • To ensure correct recruitment and selection processes are followed. • To ensure systems are in place for attendance at Trust-wide inductions, plus local induction and programmes of training and education are sufficient. • To maintain systems for training for Medical Devices • To conduct and oversee the appraisal process for junior midwives and support staff. • To carry out investigations in line with Disciplinary or Grievance policies and where appropriate take these to a conclusion • To proactively monitor & manage staff absences. • To act as a mentor/preceptor to pre-registration and post registration midwifery and medical students

10. Information Resources
<ul style="list-style-type: none"> • To make sure that all necessary information on patient activity is correctly recorded and submitted centrally. • To take part in ad-hoc and regular systems for data collection • To enter birth notifications on the National Computer Data System Numbers for Babies • You will be expected to have basic functional skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)
11. Research & Development
<ul style="list-style-type: none"> • To lead and take part in research and audit projects, implementing findings to improve patient care.
12. Freedom to Act
<ul style="list-style-type: none"> • To take personal and professional responsibility for achieving agreed objectives identified through the annual appraisal process. • To maintain ones own high professional standards and discuss opportunities to develop clinical practice with the line manager • Alert the line manager or on call management team of any untoward situation. • To liaise directly with senior medical staff if deemed necessary. • Be responsible for the implementation of the annual appraisal process. • To alert all external agencies and multidisciplinary agency teams and initiate action on all issues or concerns relating to Child Protection and Domestic Violence. • Be able to act autonomously in the provision of midwifery care

Standards

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

Risk Management - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies.

Infection Control:

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role.

Health and Safety:

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

Patient, Carer & Public Involvement:

Managers have a duty to ensure that the principles of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everything we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns.

Safeguarding:

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

Environment and Sustainability:

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

Appendix 1

NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.

Effort and Environment:

Physical –

- *Assisting moving & handling patients*
- *Adopting positions to facilitate safe delivery of babies.*
- *Adopting positions to support breastfeeding.*
- *Shift working.*
- *Sitting in a restricted position for periods of time*
- *Periods of standing or walking.*

Mental –

- *Verbal & written reports to colleagues, carers and patients*
- *Communicate with patients and the MDT.*
- *Initiate and process care pathways when Child Protection/Domestic Violence issues are identified.*
- *Required to concentrate for periods of time, frequently where work pattern is unpredictable.*
- *Providing care to patients in a safe environment when staffing problems occur.*

Emotional –

- *Occasional exposure to highly emotional circumstances.*
- *To provide care and emotional support when a baby is ill or dies.*
- *Provide emotional support to anxious parents.*
- *Handling verbal complaints in a sensitive manner.*
- *Provide emotional support to clients in a highly distressed state, e.g. labour pain.*

Working Conditions –

- *Frequent exposure to unpleasant working conditions*
- *Exposure to foul linen*
- *Exposure to body fluids*

Appendix 2

Grid

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*	X	
2.	Manual Handling Operations	X	
3.	Dust, Dirt, Smells	X	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)	X	
5.	Patient Contact	X	
6.	Babies/Children Contact	X	
7.	Food handling / Preparation	X	
8.	Driving		X
9.	Fork Lift Truck Driving		X
10.	User of Display Screen Equipment	X	
11.	Noise	X	
12.	Infestation	X	
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	X	
14.	Excessive Cold		X
15.	Excessive Heat		X
16.	Inclement weather		X
17.	Radiation	X	
18.	Laser Use	X	
19.	Heights over 2 metres		X
20.	Confined Spaces	X	
21.	Vibration i.e. Power Tools		X
22.	Using machinery with moving/exposed parts		X
23.	Shift work	X	
24.	Use of latex products	X	
25.	Physical violence / aggression	X	
26.	Employment of young people	X	
27.	Any other hazards please specify		
28.	Other		

If any hazard is identified above please give details below.

*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Person Specification

Job Title:	Ward Manager/Senior Midwife	
Department:	Maternity	
Location:	Trustwide	
Specification	Essential	Desirable
Qualifications / Professional Registration	<ul style="list-style-type: none"> • 1st Level live NMC required Registered Midwife • PP126/127 } or equivalent • D32/33 } • Registered Mentor 	<ul style="list-style-type: none"> • Leadership Course • Management Course • Diploma or Degree in Midwifery • ALSO Course • NLS Course
Experience and knowledge	<ul style="list-style-type: none"> • Previous experience at Band 6 • Thorough understanding of contemporary midwifery issues • Evidence of managing change in ward/dept area. • Evidence of practice development • Evidence of introduction and maintaining effective clinical governance strategy • Basic knowledge of financial management • Experience of co-ordinating a team • Knowledge of primary care • Evidence of innovation in practice • Thorough understanding of expanded roles/professional practice issues 	
Skills and abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Mentorship skills • Extended scope or practice skills i.e. Chief • Nursing Officer 10 Key Roles • Able to manage a ward/dept. • Good rostering skills • Counselling & appraisal skills • Time Management Skills • Practical skills required include: IV Cannulation, episiotomy and suturing. • Must be able to demonstrate the English language proficiency level required for this post. 	<ul style="list-style-type: none"> • Leadership skills • Basic IT skills

Personal attributes	<ul style="list-style-type: none"> • Ability to communicate with staff at all levels. • Ability to communicate with MDT. • Ability to work as member of a team. • High level of personal motivation • Learning agility and commitment to self-development 	
Other requirements	<ul style="list-style-type: none"> • Must be willing to work flexible hours. • Must be flexible to meet the needs of the service. 	