

RECRUITMENT INFORMATION PACK

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Insert Full Job Title here



Job particulars

Job Title	Retention Lead for Internationally Educated Midwives and Deputy Practice Development Midwife.
Pay Band	Agenda for Change Band 7
Location	Whipps Cross University Hospital
Reports to	Practice Development Midwife
Responsible to	Associate Director of Midwifery and Nursing

Job purpose

The post holder will deliver high quality clinical skills training to Overseas midwives in preparation for their OSCE as part of their Test of Competence (ToC).

The post holder will work in liaison with the Consultant Midwife for Education to plan the schedule and content of the program and will then lead on the delivery of the program by coordinating educational activities and assessments of learning within the specialty.

The post holder will be part of the education team and work closely with the other team members and ward managers to provide both pastoral support and alongside support to all midwifery and clinical support staff with a focus on internationally educated midwives.

To work clinically to support practice for newly qualified midwives during preceptorship and support the coordinators when necessary. The role has a 70% clinical element and so must be visible in the clinical areas.

They will work as part of the education team to facilitate learning for all maternity staff including facilitating mandatory training. They will also be involved in the recruitment process of midwives and maternity care assistants.

The post holder will participate in leadership and management responsibilities as part of a team of senior midwives partaking in day-to-day management of activity, staffing, patient flow and staff support.

The post holder will work closely with their Barts Health education team and their counterparts across sites. They will facilitate the linking of theory to practice; as well as providing a supportive, responsive approach to training and development for midwives. Although this role is based at Whipps Cross hospital it also involves facilitating teaching at our sister sites within Barts health.

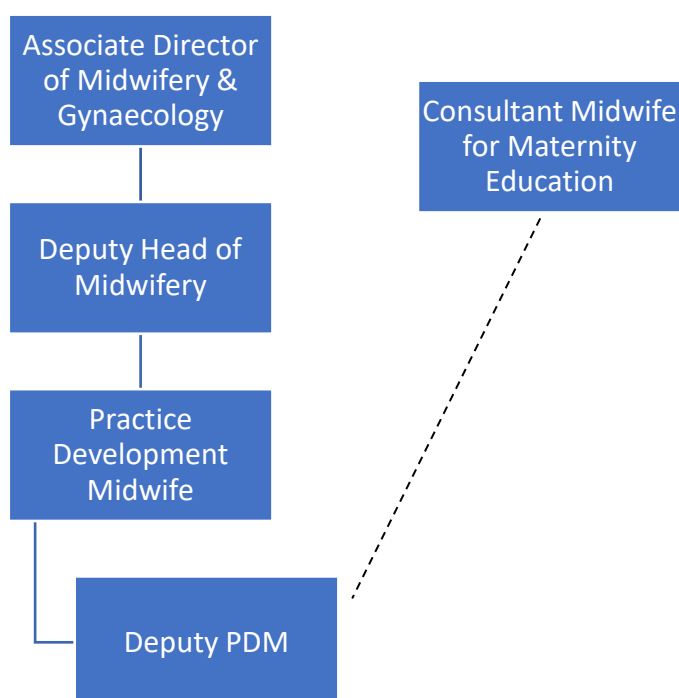


Key working relationships

Professional relationships with key partners, employees and boards.

Internal	External
Associate Director of Midwifery	OSCE Preparation Programme for London Centre
Deputy Heads of Midwifery	Capital Midwife
Consultant Midwives	NHS England – International recruitment
Practice Development Midwives	Local Maternity and Neonatal Services
Maternity Matrons/ Ward Managers	
Education Team	
Governance Team	
Midwives, Internationally Educated Midwives	
Professional Midwifery Advocates	
Group Director of Midwifery	
Consultants, Obstetric Doctors	
Neonatal Teams	

Structure chart



Main duties, responsibilities, and results areas

To support the transition of all Internationally educated midwives (IEMs) and ensure they have the required skills to sit the OSCE exam.

To support the internationally educated Midwife to carry out assigned tasks involving direct care of mothers and babies in support of and under the general supervision of a registered midwife. Work together with the midwifery management and midwifery teams to ensure that the KPIs for maternity are achieved.

To support and help overcome barriers to understanding and communication due to cultural and institutional differences and differences in care provision as compared to country of training.

To support the retention of all midwives and maternity support workers by providing pastoral support and working alongside new starters in clinical practice, to enhance confidence, competence and the acquisition of new skills.

In conjunction with the Professional Development Lead, education team and ward/unit managers /midwives act as a resource and advisor for the induction of new staff and their ongoing development.

To take an active role in innovation and the development of ideas towards enhancing and retaining the midwifery workforce by working collaboratively with the education team.

Deputise in the absence of the PDM and display excellent communication, facilitation and leadership skills, being able to innovate, inspire and motivate staff towards excellence.

To be responsible for personal professional updating appropriate to your own future development and the development of practice within the service.

To be a practicing midwife able to provide care, support and advice to women and their families in accordance with the Midwives Rules and Standards (NMC, 2012), Standards for Competence for Registered Midwives (NMC,2010) and The Code (NMC, 2015).



Primary duties and areas of responsibility

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

- The post holder will be a registered midwife and hold a valid nursing and midwifery council registration and an up-to-date portfolio.
- To be responsible for own professional practice and for complying with the NMC Code: Standards of conduct, performance and ethics for nurses and midwives.
- The post holder will be an expert clinical practitioner who will take a lead role to ensure evidence-based practice and it is embedded within the service.
- The post holder will be responsible for providing specialised information using motivational interviewing techniques to support staff retention and development within the service.
- Developing relationships across the region to work collaboratively with the regional retention teams to inform and evaluate the national retention offer for midwives.
- The post holder will work as part of the education team on delivering training programme for IEMs, Midwives, students, maternity care assistants and the wider MDT.
- Work closely with the ward and department managers, professional development midwife, PMA'S and Matron team to provide pastoral support and enhance the experience of newly qualified midwives.
- To create and promote a visible and welcoming friendly environment in all areas of practice.
- To support the management team in the provision of programmes of development for midwives as and when needed.
- To work in partnership across professional boundaries to promote team learning and teaching.
- The post holder will be required to be flexible in terms of managing the workload. This includes being able to support the clinical areas when required.



- The post holder will work collaboratively with the education team whilst leading in the recruitment of International Midwives and provision of pastoral support to any overseas new starters.
- Provide individualised, alongside support in the clinical environment for return to practice learners, internationally educated midwives and newly qualified midwives.
- To work clinically 3 days a week as part of the role, working with and alongside staff.
- Develop mechanisms for identifying and addressing individual staff needs.
- Provide, or signpost to, resources that will promote job satisfaction and retention across multiple domains including those related to pastoral care, learning support and career development.
- Obtain feedback from newly qualified analyse and use this feedback to target interventions required and promote retention.
- Participate in learning activities locally and nationally to enhance the overall objectives of the programme.
- The post holder will be responsible for maintaining computerised and paper-based records.
- The post holder will be responsible for ensuring that all practices are evidence based.
- The post holder will provide appropriate flexible and accessible support to colleagues.

Promote cultural understanding.

- To deliver a service which is equitable, evidence based and consistent with recommendations in relation to national standards of quality in practice e.g. NICE, CQC.
- To always maintain a professional attitude, promoting positive learning and working relationships, towards a culture of compassion, respect and service wide ownership of striving for excellence.
- To participate in the production and dissemination of multidisciplinary guidelines, policies and care pathways that are evidence based.



- To represent the service on relevant working parties, and specialist interest groups as required by the management team.
- To facilitate the resolution of difficult situations involving patients, relatives or visitors, to use managerial skills to diffuse volatile situations to reduce violence, aggression and threatening behaviour, verbal complaints and/or issues in relation to clinical or professional matters.
- Participate in informal and formal complaints handling processes with the support of the management team.
- To lead or participate in the recruitment, selection and induction of staff.
- Participate in staff development by undertaking appraisals.
- Maintain a close liaison with the recruitment team, organizing local orientation packs for new starters and orientating them to the ward areas.
- Ensuring new starters are booked for mandatory study days and induction programme.
- Ensure new starters are aware how to create a profile ID and complete statutory and mandatory training on wired.
- Be responsible, for ensuring new staff adhere to the infection prevention and control Trust policies and they are aware of their responsibilities regarding infection prevention and control.
- Ensure that infection prevention and control forms part of staff orientation.
- Work collaboratively with the patient experience & safety midwives and governance team to build learning from incidents into educational approaches and programs to improve safety and quality.

Overview of Responsibilities

Knowledge & Skills Framework Core Dimensions:

Communication – Core Dimension Level 3

Develop and maintain communication with people about difficult matters/and/or in difficult situations.

- Communication is a fundamental process to ensure continuity and high standards of



care. It includes sharing ideas, information and feedback in order to empower patients and members of the interdisciplinary team.

- Skilled in communicating with a range of people on a daily basis some of whom may have communication barriers.
- To be responsible for disseminating Trust policies and information as required.
- Provides feedback to other workers on their communication at appropriate times.
- A key responsibility will be to utilise a variety of strategies to communicate effectively with patients and those involved in their care.
- The post holder must also communicate with other staff within the Trust, with external organisations and with the general public.
- Keeps accurate and complete records of activities and communications consistent with legislation, policies, and procedures.

Personal and People Development – Core Dimension Level 3

Develop oneself and contribute to the development of others

- Participates in team meetings so fair and equal opportunities are given to share knowledge and ideas with colleagues.
- Engages in the mentorship/preceptorship programme
- Act as a role model to others in the team.
- Demonstrate specialist skills and knowledge in their own area of clinical practice.
- Improves clinical practice through reflection with self or others.
- Influence the development of knowledge, ideas and work practice.

Health, Safety and Security – Core Dimension Level 2

Monitor and maintain health safety and security of self and others.

- The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures.



- The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (1998).
- The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment.
- Report risk in a timely fashion through IT and implement action to remove risk if possible.
- When moving people and goods, the post holder must complete the relevant training as appropriate to the action, e.g. use of pat slide.
- Takes appropriate action to manage an emergency summoning assistance immediately when this is necessary.
- Works in ways that minimise risks to health, safety and security.

Service Improvement – Core Dimension Level 1

Make changes in own practice and offer suggestions for improving services.

- Participates in the promotion of the maternity Philosophy of care and the Shared Governance structure of the Trust. The post holder will convey this within their area of practice.
- Develop skills in accordance with the expanded role relevant to the post holder's clinical area e.g. perineal suturing, cannulation etc.
- Develops knowledge, understanding and application of their personal leadership skills.
- Co-ordinates the activities of the clinical area when required.



Working conditions

Criteria	Description
Physical	<p>Physical ability to use the tools and equipment required as part of the role.</p> <p>High degree of precision and high levels of hand eye and sensory co-ordination are essential.</p>
Emotional	<p>The post holder will frequently be required to support patients/client. /Staff during discussions and the decision-making process.</p> <p>The post holder is likely to be exposed more than once a month to circumstances that are distressing or emotional.</p> <p>The post holder must be able to work successfully under pressure of time and resources.</p> <p>The post holder may have to deal with staff, patients and their families who are angry/upset/tearful.</p> <p>Exposure due to the involvement of staff e.g., long term sickness issues, redeployment & redundancy, grievance and discipline and difficult change management issues</p>
Working Conditions	<p>Highly demanding unpredictable workload.</p> <p>Combination of office and clinically based working environments.</p> <p>Frequent VDU use</p> <p>The post holder may frequently come into contact with body fluids/stools/blood/saliva when discharging duties in clinical areas.</p>
Mental	<p>The post holder requires high levels of concentration at all times as they deal with heavy demands from a variety of sources.</p> <p>The work is unpredictable, and the post holder may have to adapt to change in a short time frame and be able to deliver outcomes.</p> <p>The post holder will require stamina.</p> <p>The post holder is likely to be frequently interrupted due to the operational nature of the job</p>



Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). www.nhsemployers.org/. This supports us to develop a sustainable workforce and bring the very best out in people.

Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). www.nmc-uk.org/.



Person specification

Post	Retention Lead for Internationally Educated Midwives and Deputy Practice Development Midwife.	Band	7
Dept/ward	Maternity Department		

Domain	Essential Criteria	Desirable Criteria
Qualifications	<p>Educated to degree level.</p> <p>Trained to Practice Assessor level.</p> <p>Evidence of continued professional development.</p> <p>Post Basic Qualification relevant to area of practice.</p>	<p>Leadership Course/Development Programme.</p> <p>Working at masters' degree level or undertaking a Master's course.</p> <p>Teaching qualification</p> <p>Have completed CPD at Level 7 or currently working towards completion of a module at Level 7</p>
Experience	<p>Experience of collaborating with a multi-professional team.</p> <p>Ability to present and teach in classroom setting.</p> <p>Comprehensive knowledge of the Capital Midwife Overseas midwifery programme and how it applies to the OSCE.</p> <p>Experience with teaching in the clinical setting.</p> <p>Experience of reflective Practice.</p>	<p>Experience of change management and service Improvement.</p> <p>Experience in practice teaching.</p>
Skills	<p>Demonstrates enthusiasm towards teaching and sharing knowledge.</p>	



	<p>Understanding of Knowledge & Skills Framework and ability to identify learning needs and interests.</p> <p>Positive and flexible style and approach.</p> <p>Self-motivated and able to work under own initiative.</p> <p>Computer and negotiating skills</p>	
Communication	<p>Excellent interpersonal and communication skills</p> <p>Developed facilitation skills.</p> <p>Developed communication skills, both verbal, written and presentation.</p> <p>High level of work organisation, self-motivation, drive for performance and improvement, and flexibility in approach and attitude.</p> <p>Strong sense of commitment to openness, honesty and integrity in undertaking the role.</p>	

