

## JOB DESCRIPTION

| JOB DETAILS                   |                                     |
|-------------------------------|-------------------------------------|
| <b>Job Title</b>              | Midwife                             |
| <b>Reports to</b>             | Maternity Matron                    |
| <b>Band</b>                   | Band 6 (subject to formal matching) |
| <b>Department/Directorate</b> | Child & Women's Health              |

| JOB PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"> <li>To assess and provide the full range of care needs to develop, implement and evaluate care throughout the antenatal, intrapartum and postnatal period for women and their babies, working under supervision as required.</li> <li>To work as an integrated, hospital or community-based midwife supporting birthing people.</li> <li>To provide effective leadership and to act as a good role model</li> <li>To supervise and teach qualified and unqualified staff, acting as a mentor. Work autonomously within guidelines and spheres of professional practice.</li> <li>To promote choice for birthing persons and an individualised service.</li> </ul> |

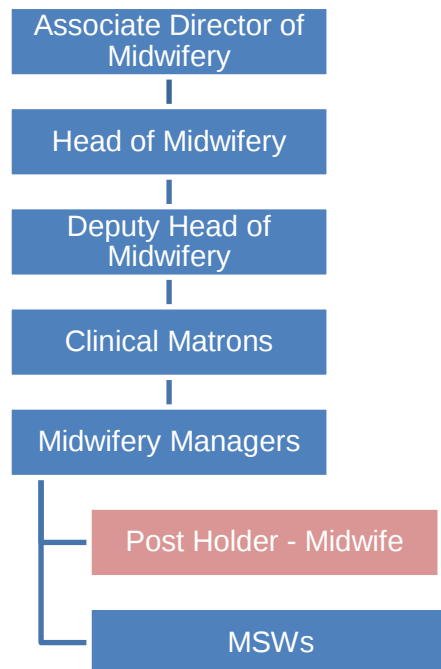
| KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <ul style="list-style-type: none"> <li>Communicate effectively through verbal, written and electronic media.</li> <li>Work both autonomously and as part of the multi-disciplinary team (MDT) team to provide excellent care to birthing people and their families.</li> <li>To refer to the appropriate health professionals when indicated.</li> <li>Assess and effectively prioritise workload in order to autonomously manage a caseload of patients.</li> <li>To work as an integrated, hospital or community-based midwife supporting birthing people.</li> <li>To escalate any concerns to the manager on duty, obstetric team and line manager.</li> <li>To support, supervise and act as a mentor to qualified and unqualified staff.</li> </ul> |

| KEY WORKING RELATIONSHIPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Areas of Responsibility: (type of work undertaken)</p> <p>We currently have teams of midwives working in the Maternity Unit and community settings. There are approximately 3,500 births per annum in this service.</p> <p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.</p> <p>In addition, the post holder will deal with the wider healthcare community, external organisations and the public.</p> <p>This will include verbal, written and electronic media.</p> |

Of particular importance are working relationships with:

| Internal to the Trust                                                                                                                                                                                                                                                                                                                                                                                                                                           | External to the Trust                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Associate Director of Midwifery.</li><li>• Head of Midwifery Services.</li><li>• Deputy Head of Midwifery.</li><li>• Senior Matrons.</li><li>• Midwifery Managers.</li><li>• Specialist Midwives.</li><li>• Midwives and Nursing staff</li><li>• Maternity Support Workers.</li><li>• Obstetric Team</li><li>• Anaesthetic Team</li><li>• Safeguarding Team</li><li>• Neonatal Staff</li><li>• Pharmacy Staff</li></ul> | <ul style="list-style-type: none"><li>• Children's services</li><li>• Mental Health Services</li><li>• GP's</li><li>• Social Services</li></ul> |

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- To be an autonomous midwifery practitioner providing an excellent level of care to all Birthing persons and their families throughout the child birth journey.
- To work within a multi-disciplinary team to ensure a holistic approach is achieved.
- To seek advice and support from managers, specialist midwives and Doctors as required to ensure a safe level of care is provided.
- To escalate concerns managers, specialist midwives and Doctors as required to ensure a safe level of care is provided.
- Work independently with locally agreed policies and guidelines in accordance with NMC Code of Professional Conduct, National Legislation, Trust Policies, in order that a safe and quality service is provided.
- Practice at all times within the Midwifery Standards, NMC Code and local policies and procedures.
- To attend mandatory study days.

## COMMUNICATION/RELATIONSHIP SKILLS

- Communicate complex and sensitive information to a wide range of patients and the wider multidisciplinary team including test results, scan results, associated risks of any planned treatment and relevant sharing of information relating to subsequent care plans and pathways.
- Communicate effectively in a high-pressured environment e.g. hostile, antagonistic or highly emotive situations.
- Demonstrate politeness, courtesy and sensitivity in providing compassionate care for patients, visitors/relatives and colleagues.
- Contribute towards sharing good practice within the ward/department and Trust wide.
- Promote a positive image of RDUH Trust at all times.

- Work cohesively with all members of the team and promote effective liaison with all members of the multi-disciplinary team in ensuring that the very best services to service users are provided at all times.
- Communicate effectively within the team, participate in motivating and supporting team members and maintain confidentiality with patients and carers.
- Give written and verbal advice/teaching to patients and carers whilst providing additional support when recognising barriers to understanding.
- Refer birthing person with additional risk pregnancies to specialist including obstetrics, neonatal, genetic counselling, mental health and child protection services as appropriate.
- Use appropriate language with delivering difficult conversations.

#### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Use midwifery knowledge, experience, practice and skills in pregnancy to provide and perform accurate assessments and procedures including monitoring of maternal and fetal well-being during ante, intra and postnatal period and refer to multidisciplinary team as appropriate.
- Respond to clinical situations utilising evidence-based skills and knowledge to assess, refer and treat patients.
- Regularly monitor care pathways are appropriate to patients' individual needs and respond accordingly to change pathway.
- Assess and evaluate the needs of individuals attending/contacting the service on a frequent basis and identify the required levels of intervention.
- Regularly check clinical results, procedures and appointments and action appropriately by referring to relevant professional and ensuring medications are prescribed and correct.
- Is aware of own accountability and limitations.

#### **PLANNING/ORGANISATIONAL SKILLS**

- Plan and prioritise workload to ensure care is given in a timely and safe manner.
- Planning episodes of care and escalating accordingly.
- Organising own day-to-day workload.
- Participating in the management and organisation of the Team's workload.
- Liaise with team members and managers to ensure the smooth running of the day-to-day operation of the service.

#### **PATIENT/CLIENT CARE**

- To be responsible for the assessment of care needs, development and implementation and evaluation of programmes of care for birthing person during pregnancy, labour, post-natal period and for the infant.
- To inform and discuss with the Manager, changes in the condition of the mother and/or her infant.
- To supervise and instruct support staff so that they integrate into the team and operate effectively within the boundaries of their role.
- Comply with procedures and guidelines within the Maternity department and Trust policies to ensure good standards of patient care.
- By discussion and evaluation, a commitment to develop and support good clinical practice which is research and evidence based.
- Act as a support for the Matron in maintaining and developing a caring environment which responds to the needs of the mothers and their families.

- Work within the NMC publications including Midwives Rules and Code Practice- Code of Professional Conduct.
- Is aware of his/her accountability and limitations.
- Extends sphere of responsibility as sees fit in order to ensure safe practice
- Within a defined time span, acquire competence in epidural, IV administration and perineal suturing.
- To be fully conversant in dealing with complex midwifery issues
- To act and seek advice with regard to any safeguarding concerns.
- To have knowledge of disability needs.
- To promote normality and facilitate choice for birthing persons making use of our birthing units and promoting home birth.
- Undertake any other relevant duties as delegated by the Senior Matrons and Managers.
- Adhere to infection control guidelines and procedures.
- Ensure the rights, dignity, privacy and confidentiality of patients are protected at all times.
- Ensure that all birthing persons and families are aware of all treatment options, including clinical trials.

#### **POLICY/SERVICE DEVELOPMENT**

- The post holder will work according to the Trusts approved policies and guidelines as guidance to their practice.
- To make changes to their own practice in line with policies and guidelines.
- To make suggestions for service improvement when new evidence arises.
- Raise concerns regarding quality and patient safety.
- To report any accident, incident or complaint immediately to the Manager.
- To ensure effective communications with mothers, families and visitors.
- To liaise with all disciplines of staff throughout this and neighbouring Trusts.
- Promote a dynamic and innovative environment.
- Maintain a professional manner and appearance at all times.
- Support the Matrons in setting, monitoring and developing standards of care, guidelines and procedures.
- Act as a change initiator/agent in order to improve quality.

#### **FINANCIAL/PHYSICAL RESOURCES**

- To assist with monitoring and control the uses of resources within budgetary limits.
- To contribute to the allocation and distribution of staffing in order to provide efficient labour utilisation within budgetary limits.
- To develop financial awareness within the team so that individual staff contribute to the efficient use of resources.

#### **HUMAN RESOURCES**

- To assist in the guidance and teaching of parents, new and junior staff and all learners.
- To act as a preceptor for Band 5 midwives.
- Act as a role model for learners and other staff.

- Supervise the training of unregistered staff to develop clinical skills in accordance with their level of competency
- To deputise for the Manager when required.
- To be willing to undertake a specialist role and responsibilities on request.
- To be responsible for the safe storage of records and maintenance of confidentiality, in accordance with Trust policies and the Data Protection Act 1998.
- To participate in Team meetings
- Maintain a safe working environment as laid down by the Health & Safety at Work Act, to be aware of the hospital fire regulations and ensure the proper reporting of all accidents/incidents.
- Assist the Managers in the professional development of the team and the setting up of training/education programmes.

### **INFORMATION RESOURCES**

- Maintaining contemporaneous electronic records for all patients within the post holder's care.
- Familiarity with Electronic patient records (Epic) and smart phrases within this system.
- Ensure data input is accurate for audit purposes.
- Ensure that patient documentation is appropriate, accountable and defensible in accordance with the Trust.

### **RESEARCH AND DEVELOPMENT**

- To update knowledge and skills in order to develop professionally.
- To contribute to the improvement of the service for mothers and babies.
- To attend mandatory training days.
- Promote evidence-based practice through a knowledge of current midwifery practices.

### **PHYSICAL SKILLS**

- Accurately input client details on to hospital information databases and maintain clear and accurate documentation of care provided as per trust policy
- Work as a practicing midwife utilising a highly developed level of skills in a clinical setting.

### **PHYSICAL EFFORT**

- Moderate effort for occasional manual handling as required for the role for e.g. assisting patients for transfer between antenatal and inpatient setting.

### **MENTAL EFFORT**

- Maintain a high level of concentration when assessing, planning and delivering care, for example, listening to patients and fulfilling all required elements of care during an antenatal appointment.
- Maintain a high level of concentration at all times during the intrapartum period in the different locations of labour ward, birth centre and at home.
- Maintain a high level of concentration when working with high-risk and low risk groups of patients during the unpredictable nature of the Triage department.
- Maintain a high level of concentration working with high-risk and low risk groups of patients whilst on the Antenatal and Postnatal ward.

### **EMOTIONAL EFFORT**

- Manage unfavourable or unpredictable situations in the clinical setting e.g. occasionally giving highly distressing and emotional news relating to the wellbeing of the fetus and/or birthing person.

- Due to the unpredictability of the child birth process, there will be emergency situations and some highly stressful and traumatic experiences in the clinical setting and in the community environment.

### **WORKING CONDITIONS**

- Work within a variety of departments within the Maternity Service as and when required.
- Regular exposure to bodily fluids as dictated by the nature of the role e.g. Liquor, venepuncture, collection and testing of urine samples, blood.

### **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

Contribute to and work within a safe working environment.

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

### **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

# PERSON SPECIFICATION

|                  |                |
|------------------|----------------|
| <b>Job Title</b> | Band 6 Midwife |
|------------------|----------------|

| <b>Requirements</b>                                                                                                                                                                                                                                                                                                                                   | <b>Essential</b>      | <b>Desirable</b>     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| <b>QUALIFICATION/ SPECIAL TRAINING</b><br>Registered Midwife<br>Has studied post registration or working experience equivalent<br>Evidence of recent professional development                                                                                                                                                                         | E<br>E<br>E           |                      |
| <b>KNOWLEDGE/SKILLS</b><br>Ability to run Labour Ward in the absence of the Labour Ward Coordinator if hospital based.<br>Understanding of the managerial aspects of the post<br>Application of research-based practice<br>Mentorship module or equivalent<br>Examination of the Newborn Course<br>Ability to Assess, Plan, Implement & Evaluate care | E<br><br><br><br>E    | D<br><br>D<br>D<br>D |
| <b>EXPERIENCE</b><br>IV Drug administration<br>Management of Epidural Infusions<br>Perineal suturing<br>Willingness to undertake Mentor assessor course<br>Willingness to undertake Examination of the Newborn Course<br>Experience of working in a community setting.                                                                                | E<br>E<br>E<br>E<br>E | D                    |
| <b>PERSONAL ATTRIBUTES</b><br>Excellent interpersonal skills<br>Professional appearance<br>Reliable and committed<br>Potential to lead a team in the absence of the Team Leader<br>Strong team working skills                                                                                                                                         | E<br>E<br>E<br><br>E  | D                    |
| <b>OTHER REQUIREMENTS</b><br>Flexible approach to all areas of practice<br>Flexible approach to duty rota<br>Willing to work flexibly to cover the needs of the service.<br>The ability to provide care in multiple settings including community.<br>Car driver & access to car                                                                       | E<br>E<br>E<br>E      | D                    |

| WORKING CONDITIONS/HAZARDS                                                             |     | FREQUENCY<br>(Rare/ Occasional/<br>Moderate/ Frequent) |   |   |   |
|----------------------------------------------------------------------------------------|-----|--------------------------------------------------------|---|---|---|
|                                                                                        |     | R                                                      | O | M | F |
| <b>Hazards/ Risks requiring Immunisation Screening</b>                                 |     |                                                        |   |   |   |
| Laboratory specimens                                                                   | Y/N |                                                        |   |   | Y |
| Contact with patients                                                                  | Y/N |                                                        |   |   | Y |
| Exposure Prone Procedures                                                              | Y/N |                                                        |   | Y |   |
| Blood/body fluids                                                                      | Y/N |                                                        |   |   | Y |
| Laboratory specimens                                                                   | Y/N |                                                        |   |   | Y |
| <b>Hazard/Risks requiring Respiratory Health Surveillance</b>                          |     |                                                        |   |   |   |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N | Y                                                      |   |   |   |
| Respiratory sensitisers (e.g isocyanates)                                              | Y/N | Y                                                      |   |   |   |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)                | Y/N |                                                        | Y |   |   |
| Animals                                                                                | Y/N |                                                        | Y |   |   |
| Cytotoxic drugs                                                                        | Y/N |                                                        |   | Y |   |
| <b>Risks requiring Other Health Surveillance</b>                                       |     |                                                        |   |   |   |
| Radiation (>6mSv)                                                                      | Y/N | Y                                                      |   |   |   |
| Laser (Class 3R, 3B, 4)                                                                | Y/N | Y                                                      |   |   |   |
| Dusty environment (>4mg/m3)                                                            | Y/N | Y                                                      |   |   |   |
| Noise (over 80dBA)                                                                     | Y/N | Y                                                      |   |   |   |
| Hand held vibration tools (=>2.5 m/s2)                                                 | Y/N | Y                                                      |   |   |   |
| <b>Other General Hazards/ Risks</b>                                                    |     |                                                        |   |   |   |
| VDU use ( > 1 hour daily)                                                              | Y/N |                                                        |   |   | Y |
| Heavy manual handling (>10kg)                                                          | Y/N |                                                        |   | Y |   |
| Driving                                                                                | Y/N |                                                        |   | Y |   |
| Food handling                                                                          | Y/N |                                                        |   | Y |   |
| Night working                                                                          | Y/N |                                                        |   |   | Y |
| Electrical work                                                                        | Y/N | Y                                                      |   |   |   |
| Physical Effort                                                                        | Y/N |                                                        |   | Y |   |
| Mental Effort                                                                          | Y/N |                                                        |   |   | Y |
| Emotional Effort                                                                       | Y/N |                                                        |   |   | Y |
| Working in isolation                                                                   | Y/N |                                                        |   |   | Y |
| Challenging behaviour                                                                  | Y/N |                                                        | Y |   |   |