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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Antenatal Clinic Midwife /Deputy Screening Coordinator** |
| **Band:** | **Band 6** |
| **Responsible To:** | **Lead Midwife for Community and Outpatient Services** |
| **Accountable To:** | **Head of Midwifery** |
| **Section/Department/Directorate:** | **Maternity / Clinical Support & Specialist Services** |

**Job Purpose:**

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| |  | | --- | | The post holder will be an experienced midwife who has theoretical and practical knowledge, along with experience of the necessary clinical skills needed within the modern antenatal clinical setting. The post holder will deliver on initiatives and strategies, supporting the provision of the Maternity Transformation agenda.  They will ensure the woman’s experience is of the highest quality, inspiring public confidence. The post holder will ensure that all women are treated with compassion, dignity and respect in line with Trust Values.  The post holder will assist the Antenatal and Newborn Screening Coordinator and be able to deputise their role during periods of absence. This includes, supporting screen positive women, maintaining and failsafing the screening pathways and ensuring the service is consistent with national standards.  The post holder will also support clinicians and women requiring speciality fetal medicine care and support in their pregnancy ensuring the referrals are made and any subsequent plan of care is followed. The midwife will also attend the regular MDT meetings to ensure the correct pathways and plans of care are created and followed. | |  | | |
| **Context:** |
| The Antenatal Clinic Midwife/ Deputy Screening coordinatorwill be based within the Antenatal Clinic providing support and advice to the multidisciplinary team, to effectively facilitate high quality care specifically in the Antenatal clinic but also the Maternity Day Assessment Unit.    The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  | | --- | | **Key Working Relationships:**   * Women * Midwives * Obstetricians * Paediatricians * Maternity Care Assistants * SCBU staff * Local Maternity System (LMS) * External agencies, to include; GP’s, Health Visitors   The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
| **Organisational Chart:** |
| Lead Midwife Community and Outpatient Services  Lead Midwife Inpatient Services  Head of Midwifery  Band 7 Antenatal Clinic  Antenatal Clinic Midwife    Maternity Care Assistants |
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| **Key Result Areas/Principal Duties and Responsibilities**   1. **Antenatal Clinic**  * Ensure that all clinical procedures are carried out in accordance with the Trust’s policies, acting as a role model for good practice within the professional team * Work collaboratively to ensure the women have a high quality experience during their time in Antenatal Clinic * Participate in setting standards, monitoring the quality of the service and identifying how current practice can be improved * As part of the MDT, be responsible for actively identifying areas of risk, reporting incidents and taking action utilising the Trust procedures * Manage own and team time effectively and respond to unexpected demands in a professional manner  1. **Deputy Screening Coordinator**   **•** To assist the Antenatal and Newborn Screening Coordinator in providing and supporting Antenatal and Newborn screening at a service level   * Be able to counsel and support women and their partners in response to a screen positive result for themselves or their baby as appropriate * To liaise with appropriate professionals concerning screening and screen positive results to ensure a timely and co-ordinated response in line with the woman’s wishes and the agreed screening/ fetal medicine pathways and timescales * To work alongside the Antenatal and Newborn Screening Coordinator to develop and maintain monitoring tools and failsafes to assess and audit efficacy of the service provision and quality standards * To support the Antenatal and Screening Coordinator in producing quarterly or annual data/ KPI’s as per the requirements of the screening specification documents  1. **Fetal Medicine Support**  * To provide support and counselling for women considering antenatal screening and prenatal diagnostic tests when a fetal abnormality is suspected or diagnosed * For women requiring Fetal Medicine support, ensure appropriate referral is made whether in house or to referral unit * Support with any subsequent follow up care and the development of care plans * Be actively engaged with regular MDT meetings to identify and discuss women, their care plans and ensure all plans are in place for a smooth transition for women through our service * Assist with maintaining an effective database, identifying women, their relevant support and follow up plans |
| **Communication and Relationship Skills**   * Build and sustain effective communication with all staff to ensure good collaborative working * Maintain high levels of communication with women and their families as appropriate, participating in planning and delivery of their care, encouraging feedback and consider any potential improvements to the service * Ensure and demonstrate high standards of written communication with clear, legible and accurate records * Support bereaved or distressed women and relatives when they have received bad news * Listen effectively and modify communication to individual needs and situational awareness     **Analytical and Judgement Skills**   * To be able to respond, prioritise and analyse complex situations when they arise, ensuring effective interventions are in place to support the woman   **Planning and Organisational Skills**   * Act as an autonomous practitioner accountable for your practice * Be organised and be able to manage time effectively * Actively engage and contribute to the relevant MDT and clinical meetings required for the role * Engage with existing stakeholders within North Devon and contribute to the development of the maternity services within the Local Maternity System   .  **Physical Skills**   * Ability to be able to physically deliver a wide range of midwifery care to women, to include caring for women in the antenatal, intra-partum and postnatal period.. * Ability to be able to use fine motor skills for computer work and report writing. * Advanced computer skills required, in particular Microsoft Excel, to maintain oversight of ANNB screening programme * Advanced keyboard skills will be required when writing or reviewing reports for internal and external governance processes   **Responsibility for Patient and Client Care**   * The post holder will also be required to provide clinical care in all settings at times of increased acuity * To remain updated in all areas of clinical midwifery and attend mandatory updates in accordance with Trust policy. * To have knowledge and understanding of the national and local agenda relating to antenatal care provision within maternity services * To practice in accordance with the NMC Code of Professional Conduct at all times particularly relating to record keeping and the Midwives Code of Practice   **Responsibility for Policy and Service Development**   * The Antenatal Clinic midwife/Deputy Screening coordinator will participate in Service Improvement projects that contribute to the Maternity Transformation Agenda, providing professional and clinical advice as necessary * To work with others where necessary in the development of;  1. Clinical Guidelines 2. Education of the workforce 3. Audit and review current practice to demonstrate clinical effectiveness 4. Share with local Governance process, providing assurance where necessary   **Working in conjunction with the Practice Development Lead:**   * Identify own training needs and maintain personal and professional development in line with KSF requirements * Provide a positive learning environment for staff in all Antenatal clinic and Maternity Day Assessment Unit * Ensure all new staff/students are orientated and supported in the clinical area * To take responsibility for good communication between staff in your area / team links and ensure co-operation exists with other health professionals in the wider team and departments thereby ensuring a seamless service for women and their families   **Responsibility for Financial and Physical Resources**  This post holds no financial responsibility, however the post holder needs to be aware the financial climate of the department and use resources accordingly.  The post holder needs to be aware and contribute to the departmental Cost Improvement Plan  **Responsibility for Human Resources**  There will be no direct line management for the post holder; however they will be expected to participate in recruitment of peers within the department.  They will at times and support for students who they work  **Responsibility for Information Resources**   * Ability to produce, interpret and present detailed data is relevant to the role   **Responsibility for Research and Development**   * The post holder is responsible for his or her own education and development, including attendance at Trust statutory and mandatory training days * Ensure, together with the PDM, that the maternity services Training Needs Analysis (TNA) identifies and manages education, training, and support needs of all staff within their departments in relation to service needs * Foster a culture and environment conducive to learning in the workplace across all areas including all members of the multidisciplinary team   I**Decision Making**   * To be able to make decisions independently in relation to the specialist area of knowledge and expertise. * To support other clinicians in caring for women utilising the post holders specialist knowledge * To be able to plan care for women with individual needs taking into account the input of other agencies. * To be able to escalate concerns to line manager   **Physical Effort**   * Computer keyboard skills are required to produce reports, presentations and project plans. * A combination of sitting, standing and walking. The post requires travelling, meetings in various venues and office based work. * This post will require working in other areas of the clinical setting if service needs dictates.   **Mental Effort**   * There will be an occasional requirement for prolonged concentration when reading, interpreting and developing policy documents, reports and project plans. * The post holder may be interrupted to deal with staffing or project issues   **Emotional Effort**   * There will be occasional exposure to distressing or emotional circumstances where the post holder may have to part unwelcome news to staff, or effectively influence and negotiate with stakeholders in difficult circumstances.   **Working Conditions**   * The postholder will be working clinically within the ANC environment as such there will be daily contact with bodily fluids * Promote a safe working environment in accordance with Health and Safety requirements, COSHH, Fire regulations and Manual Handling procedures. * Responsible for ensuring that all staff are aware of the ‘Major Incident Plan’ and ‘Internal Incident Plan’ their existence and location. * Foster a culture and environment that promotes a dynamic and creative approach to the provision of hospital services in line with the changing profile of maternity service provision as well as delivery care |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

* Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
* 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.

If you are a line manager, in addition to the above, it is expected you will:

* Champion health and wellbeing.
* Encourage and support staff engagement in delivery of the service.
* Encourage staff to comment on development and delivery of the service.
* Ensure during 1:1’s / supervision with employees you always check how they are.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Antenatal Clinic Midwife / Deputy Screening Coordinator**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :   * Registered Midwife with current NMC registration * Degree level studies in relevant subject or relevant clinical experience * Evidence of continuous ongoing professional development * Attendance at Trust Statutory Training Days * Supporting Learning in Practice,- Practice Assessor * Postgraduate degree and/or equivalent experience | E  E  E  E  E  E |  |  |  |
| KNOWLEDGE/SKILLS:   * To have an understanding of the National Screening Standards * To have an understanding of fetal medicine pathways * Able to coordinate a small team in with support from the clinical lead, ensuring the smooth running of the Antenatal Clinic * Able to prioritise and possess effective time management skills | E  E  E  E |  |  |  |
| EXPERIENCE:   * A comprehensive knowledge and experience in all areas of maternity services developed through continuing professional knowledge * Experience of working in an Antenatal Clinic * Experience of dealing with safeguarding issues * Ability to support learners in the ANC environment | E  D  E  E |  |  |  |
| PERSONAL REQUIREMENTS:   * Ability to work collaboratively with all members of the multidisciplinary team to involve outside agencies. * To be able to work, unsupervised, as an autonomous practitioner. * Approachable and flexible attitude to work * Ability to work under pressure * Commitment to working to Trust Values * Evidence of excellent presentation, teaching verbal and written skills * To be a positive role model | E  E  E  E  E  E |  |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E | Interview  Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients | x | Performing Exposure  Prone Invasive Procedures | x |
| Blood/Body Fluids | x | Dusty Environment |  | VDU Use | x |
| Radiation |  | Challenging Behaviour | x | Manual Handling | x |
| Solvents |  | Driving | x | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working |  |  |  |