

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Clinical (Maternity) Matron |
| **Reports to** | Deputy Head of Midwifery and Gynaecology |
| **Band** | Band 8a |
| **Care Group** | Women’s and Children’s Health Care Group |

|  |
| --- |
| **JOB PURPOSE** |
| The post holder will have clinical and managerial responsibility for a defined midwifery portfolio at the Trust. The Matron will also have a defined set of relevant requirements specific for the core area of responsibility this will be defined by the Head of Midwifery and Gynaecology. The post holder will report directly to the Deputy Head of Midwifery and Gynaecology.  The post holder will be accountable for ensuring the highest standard of clinical care is provided within Maternity Services. They will be easily identifiable to birthing persons, provide strong, visible leadership and have the appropriate level of authority to provide support, advice and assistance required by birthing persons and their babies. The Key focus will be Birthing person/baby Safety, Birthing Person Experience, user engagement, quality care and Clinical Outcomes will be essential.    The post holder will have lead clinical responsibility for supporting the Head and Deputy Head of Midwifery and Gynaecology in activities relating to the delivery of high quality services, including involvement in maintaining activity levels, managing service pressures and maintaining the highest standards of care. They will lead on delegated projects on behalf of the Head and Deputy Head of Midwifery and Gynaecology. They will provide support to the Head and Deputy Head of Midwifery and Gynaecology for day to day operational issues, and deputise as deemed appropriate.  The post holder will have direct access to the Head and Deputy Head of Midwifery and Gynaecology for advice, support development and professional guidance and they will play an active part in the professional networks within the organisation |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Performance Management  Deliver a quality evidence-based service through setting and monitoring clinical and non-clinical performance standards. Be responsible for the auditing of standards of care and overseeing implementation and monitoring of improvement action plans  Through the line management of Midwifery managers and departmental lead midwifery staff help to ensure effective management of human and material resources. Work closely with the Head and Deputy Head of Midwifery and Gynaecology; have budget responsibility for the designated resources.  Manage performance and sickness absence with support from Human Resources as required.  Accountable for working with Midwifery Managers to deliver care within budget, and working with the management team to put in recovery action plans where appropriate to address overspend.  Support the Care Group in the development of Cost Improvement Plans and transformational pathway redesign, and being an integral part to the development of three to five year plans.  To support Matrons and the Care Group Management Team to ensure acuity in maternity is reviewed regularly and adjusted as required, whilst maintaining high quality services and birthing person experience.   * **Clinical Leadership**   Provide leadership for their teams. Provide support to medical staff, allied health professionals, nursing staff, and maternity support workers within the service areas.  Lead developments in practice consistent with the birthing person care priorities set nationally, locally. Development of new roles or service redesign will take place in line with best practice and evidence-based care.  Address the concerns of birthing personss and respond to their suggestions for local quality improvements. Work with midwifery managers and clinical teams to ensure the effective resolution of complaints and any subsequent learning, liaising with the Risk Management Department and the Patient Experience Team as necessary.  Work with midwifery managers to provide appropriate staffing on both a daily and longer-term basis. Use the information available to challenge the use of temporary staff and monitor expenditure, to ensure supplementary staff are used appropriately to deliver a safe and quality service.  Work to empower frontline staff, enabling them to consider changes / developments including skill mix reviews.  To ensure the service areas facilitate the birthing person’s journey to be effective as possible.   * **Clinical Quality and Patient Experience**   Participate in / supervise a range of clinical interventions. Act as a positive clinical role model. Lead by example to motivate and empower others, ensuring the highest standards of care.  Play a leading role in the support, supervision and development of staff in the clinical area.  Work with Care Group Teams on the review and actions identified from internal audits, ensuring progress are being made to address any clinical concerns identified.  Work with multidisciplinary teams to review and develop pathways of care across a birthing persons pathway through to discharge.  Alert other teams members to issue of quality and risk in the care of birthing persons and their babies.  To provide guidance and support to the clinical teams including consultants and nursing staff participating in appropriate action relating to complaints, incidents and serious events involving birthing persons, staff and visitors.  The post holder will work with the midwifery managers to ensure the standards of cleanliness and hygiene in their local areas comply with Trust’s policies.  The post holder will play a key role in ensuring the principles of clinical governance are implemented at a local level within the local area and across the wider division.   * **Safeguarding**   To support the delivery of Safeguarding Adults and Children governance framework and processes within the organisation.  Encourage Midwifery managers to promptly escalate highly complex safeguarding cases to the Safe guarding team and Head and Deputy Head of Midwifery and Gynaecology. |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility: (type of work undertaken)  No. of Staff reporting to this role: (If applicable)    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  In addition the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Associate Director of Midwifery. * Head of Midwifery and Gynaecology. * Deputy Head of Midwifery and Gynaecology. * Midwifery Managers. * Specialist Midwives. * Midwives and Nursing staff * Maternity Support Workers. * Obstetric Team * Anaesthetic Team * Safeguarding Team * Neonatal Staff * Pharmacy Staff | * Children’s services * Mental Health Services * GP’s * Social Services | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
|  |
| **FREEDOM TO ACT** |
| Be accountable for service delivery  The post holder will have responsibility for interpreting policy in relation to the defined clinical portfolio.  Work autonomously to make decisions about birthing person’s care and treatment in line with Trust and service policy.  Employ effective decision-making skills to address complex issues and use effective change management skills to implement these |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide and receive complex, sensitive information. Communicates very sensitive, complex information to birthing persons and their babies, relatives offering empathy and reassurance.  To communicate effectively with multidisciplinary team members within maternity services, to ensure birthing persons journey is seamless and positively promote breaking down organisational boundaries  To work in partnership with midwives and other health professionals to address birthing persons’ needs through planning and delivering interventions which are based on best practice and clinical judgement  To be a member and actively participate in care group meetings.  To participate in Governance for the care group and be involved in dealing with complaints, Serious incidents requiring investigation and management of identified Risks.  The postholder will have to impart information to the wider audience and this will on occasions be to a large group. Presenting skills will be required. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other birthing persons’ conditions and taking appropriate actions.  To monitor and review the effectiveness of interventions with the birthing person and colleagues and modify this to meet changing needs and established goals of care |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Planning of strategies which impact across the service and sector.  To use effective prioritisation, problem solving and delegation skills to manage time effectively |
| **PATIENT/CLIENT CARE** |
| Support birthing persons in meeting their own health and wellbeing through providing expert information, advice and support.  To provide highly specialised advice concerning care.  Be accountable for service delivery, working closely with the Service Managers and wider teams to deliver effective services for all birthing persons in the trust  Develop new skill and roles to maintain performance against key indicators.  Assess birthing persons and their complex needs and those of their families; plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding bereavement and traumatic events.  Provide emotional, psychological and practical support to the birthing person throughout their pathway and to facilitate communication between birthing persons, families and professionals.  To recognise ethical dilemmas relating to care and act as the birthing persons advocate when required |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will be an experienced change agent and role model who demonstrates a visionary and innovative approach to care, with a good understanding of the local and national health agenda.  Assist in current clinical audit and ensure changes are implemented into practise.  Contribute to the preparation of local guidelines and assist with their implementation as required.  Work with colleagues in the team on the development of current and new services and other initiatives  Support raising awareness of vulnerable birthing persons with complex needs and seek appropriate expert advice, collaborating with other clinical teams to ensure best practise care.  Act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, teacher and facilitator.  Actively participate in strategic service planning & development  Plan, develop, initiate and participate in such research projects in Midwifery as appropriate and derive conclusions applicable to practice  Develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.  Evaluate clinical effectiveness within the teams, identifying poor quality and action plan for quality improvement.  Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards including NICE guidance.  Develop pathways for birthing persons within the relevant specialities.  Participate in developing a shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this.  Maintain a peer network of support, information and learning with other clinical matrons within the organisation. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has a personal duty of care in relation to equipment and resources.  Authorised signatory holds delegated budget, authorise expenses. |
| **HUMAN RESOURCES** |
| Timely completion of staff appraisals and personal development plans for line managed staff in accordance with Trust policy and Values.  Support other senior midwifery staff to complete these processes for other midwifery and professional staff.  Ensure that each clinical area of responsibility is undertaking return to works in a timely manner, delivering staff appraisals, managing staff sickness in accordance with Trust policies and Values.  Proactively work with Midwifery Managers to recruit and retain clinically appropriate staff.  **Training and Education**    Promote a positive learning environment. Facilitate and participate actively in teaching programmes for qualified staff, students and other members of the multidisciplinary team.  Promote evidence-based practice within the department and assist staff in the utilisation of research to support patient care. Support staff in undertaking research/ project work.  Develop own clinical and professional skills through the identification of personal performance objectives and engage in continuing professional development. Participate in annual performance review and appraisal.  Ensure that staff receive appropriate educational opportunities in line with their personal development plan. Ensure that staff receive mandatory training in accordance with Trust policy.  Promote a culture of continuous professional development through lifelong learning within the specific departments.  Assess and develop competencies across all staff groups within their area of responsibility, identifying appropriate skill and grade mix to deliver high quality services.  Adhere at all times to the Code of Conduct and any other relevant documents as published by the Nursing and Midwifery Council, and must work within the policies and guidelines as laid down by the Trust.  Reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others.  Act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to birthing persons and their babies.  Support and facilitate the development of an education strategy which ensures that all those involved in the management of birthing persons with malignant disease are able to deliver the highest standards of care. |
| **INFORMATION RESOURCES** |
| Maintain birthing persons’ records as per Trust Documentation Policy.  Maintain staff supervision, sickness and training records for team. |
| **RESEARCH AND DEVELOPMENT** |
| Maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice.  Identify areas of potential research relating to the speciality and to participate in relevant research activities.  Participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care. |
| **PHYSICAL SKILLS** |
| Keyboard skills are required to produce reports, presentations and project plans.  Standing for long periods whilst working in the clinical areas.  Travelling to Trust Meetings.  Physical skills obtained through practice/developed physical skills; set up of NIPV, Blood transfusions etc.  Dexterity and accuracy required for e.g. insertion and removal of catheters and intravenous injections. |
| **PHYSICAL EFFORT** |
| The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods. |
| **MENTAL EFFORT** |
| Frequent concentration, work pattern unpredictable due to interruptions to deal with service issues |
| **EMOTIONAL EFFORT** |
| Occasionally support birthing persons (and their families) suffering with distressing and/or emotive and traumatic situations.  The post holder will manage staffing issues daily and may occasionally be involved in dealing with staff capability, staff disciplinaries and staff grievance as required.  The post holder will occasionally be involved in dealing with complaints and will be asked to attend local resolution meetings with birthing persons and relatives. |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (bodily waste and fluids) when in clinical setting  Occasional aggressive behaviour when dealing with face to face complaints  Regular use of VDU |
| **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 Promoting a Positive Working Environment 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 (DSE) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **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

|  |  |
| --- | --- |
| **Job Title** | Clinical Maternity Matron |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**    Registered Midwife  Educated to Masters level, working towards or equivalent experience.  Demonstrable experience.  Evidence of on-going professional development in leadership development training  Professional and clinical competence.  Formal qualification in mentorship | E  E  E  E  E  E |  |
| **KNOWLEDGE/SKILLS**  Experience of managing service provision and the supervision and managing of staff  Ability to represent the care group and specific departments at meetings of internal, local, regional and national bodies and institutions  Understands the concepts of clinical governance and shared governance including evidence based practice and critical appraisal of research findings.  Demonstrates knowledge of effective risk management.  Knowledge of current NHS issues including performance targets and the wider health economy.  Knowledge and experience of management models, implementing change and/or new clinical practices and current professional issues.  Expert Knowledge NMC Code of Conduct.  Ability to organise and prioritise own workload.  Ability to work independently and within a team.  Use own initiative and meet deadlines. | E  E  E  E  E  E  E  E  E  E |  |
| **EXPERIENCE**  Able to deal with difficult and complex situations.  High level of presentation skills and experience of public speaking  Significant experience at senior clinical/managerial level.  Experience of working as a clinical leader.  Proven leadership and management skills. | E  E  E  E  E |  |
| **PERSONAL ATTRIBUTES**  Excellent interpersonal skills,  Excellent communication skills,  Ability to be empathetic,  Ability to handle difficult or emotional situations,  Excellent organisational skills  Ability to motivate self and staff  Ability to adapt and change to meet the needs of the service  Able to work as a team member  Ability to serve on project groups and/or committees.  Creative and innovative thinker, objective with high level of integrity. | E  E  E  E  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  Flexible working hours  Able to travel between sites  Physical skills obtained through practice such as keyboard skills, use of IT equipment and presentation aids  We will expect your values and behaviours to mirror those of the Trust. | E  E  E  E  E  E |  |

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