



Job Description

1. Job Details	
Job Title:	Maternity Care Assistant
Responsible to:	Lead Midwife
Professionally Responsible to:	Head of Midwifery
Grade:	Band 2
Unit:	Ladywell Unit

2. Job Purpose
<p>The Maternity Care Assistant will be required to work within a team, responsible to and supervised by a midwife or any other trained member of staff. This is to ensure that an efficient and effective care service is delivered that meets the needs of the client and their families. The job includes rotation to both day and night duty and will require the post holder to work in all departments of maternity services delivery. The post holder will not undertake any task for which they have not been trained and assessed as competent.</p>

3. Dimensions
<p>North Devon maternity services cover an area of 930 sq. miles.</p> <p>Ladywell Unit has 1,500 deliveries per annum</p> <p>There are 6 delivery rooms</p> <ul style="list-style-type: none">2 birthing pools1 obstetric theatre18 antenatal / postnatal beds1 antenatal clinicA 2-bedded Day Assessment Unit

4. Organisational Chart
<p>See attached</p>

5. Main Tasks/Duties and Areas of Responsibility
<p><u>Main Responsibilities.</u></p> <ol style="list-style-type: none">1. To be able to support the midwifery team in providing care to women and their babies during the antenatal, intrapartum and post natal period.2. To be familiar with their role in responding to all obstetric emergencies as part of the multi disciplinary team.3. To give appropriate support and advice to women who wish to breastfeed and to assist and support them in hand expressing of breast milk or the use of the breast pump.

4. To give the appropriate support and advice to women who choose to bottle feed their babies. This will include demonstrating the correct way to sterilize equipment and make up a formula feed.

5. Undertakes a pro active role in educating parents in the activities of child care. Reports to the midwife any deviations from the normal or concerns about the handling responses of the baby.

6. Demonstrates the safe handling of babies and the correct sleeping position in accordance with government and Trust guidelines.

7. Is able to work in an environment that has competing demands and constantly changing service requirements.

8. Assists in the maintenance of stock levels within the ward area, identifying any shortages and keeping all stock stored appropriately.

9. To support the maternity services by taking an active role in participating in the Trust wide approach to Clinical Governance and Risk Management.

Clinical Skills / Assessment of Health and Well being needs.

1. Assist the midwife in the admission and discharge of women.

2. Assist the midwife in the preparation of women for LSCS.

3. Assist the midwife in the setting up for procedures such as instrumental delivery, perineal suturing, manual removal of placenta and LSCS.

4. Antenatal Clinic to include assistance with all screening programmes, referring results to midwife and general administrative duties.

Clinical Skills / Addressing Individual's Health and Well being needs.

1. Assessing blood loss and recognising where blood loss is excessive, calling for assistance or reporting the findings to the midwife as appropriate.

2. Act as "runner" in theatre under the supervision of the midwife / theatre scrub nurse. Be familiar with all instruments used at LSCS.

3. Undertake care, removal and correct disposal of a urinary catheter and attached bag.

4. Undertake removal and correct disposal of intravenous cannulae.

5. Correctly measure and apply anti embolism stockings.

6. Encourage mothers in deep breathing exercises, passive and active leg exercises and early mobilisation following delivery.

7. To be able to provide hygiene care to those who cannot provide it for themselves.

8. To record vital signs, perform venepuncture and collect and test urine samples at the request of the midwife if trained to do so.

9. To be competent in the care of babies undergoing phototherapy to include advice and support for the parents; once training has been successfully completed.

10. To record on the woman's notes and charts all the above information in a clear, concise and accurate manner, ensuring a counter signature from the midwife on duty.

Training and Education

1. They shall be responsible for their own educational development, including attendance at Trust Mandatory Training days and a commitment to undertake NVQ level 2 as a minimum standard.

2. To attend regular updates on use of essential equipment, breastfeeding, child protection and domestic violence and any other training identified by their line manager.

3. To keep a personal profile and attend a yearly appraisal with their line manager.

4. Actively participate in the orientation of new staff.

Health and Safety.

1. Promote a safe working environment in accordance with Health and Safety requirements, COSHH, Fire regulations and Manual Handling procedures.

2. The maternity care assistant is responsible for reporting incidents or risks identified within the ward area immediately to the senior member of staff on duty, and instigate immediate measures to maintain safety.

3. Understands and implements health and safety policy in relation to cleaning, decontamination procedures, disposal of hazardous waste, body fluids and sharps.

4. Contributes to maintaining and improving organisational policies and procedures within maternity services.

5. Apply strict methods of hygiene where food is handled and in the preparation of milk feeds and storage of kitchen and milk kitchen equipment.

6. Weekly checks of all equipment as requested by the midwife.

Communication.

1. Demonstrates appropriate communication skills/ interaction with other members of the multi disciplinary team, women and their families.
2. Communicates any concerns about the women or babies in their care to the midwife in charge.
3. Promote psycho-social well being by employing active listening skills in order to support women and their families and reporting to the midwife any important feeling or concerns the woman may have.
3. Accurately records information on the appropriate charts, in the woman's inpatient notes or their hand held records.
4. Observe the confidentiality of client information at all times.
5. To obtain Path lab results via hospital computerised records if trained to do so.
6. To collect patients' notes, file all results appropriately and return notes when patient is discharged.

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 The Trust's 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 postholder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

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 process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty 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.

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 Northern Devon Healthcare 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. Northern Devon Healthcare Trust ensures that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

CARE CERTIFICATE

It is a Trust requirement that as part of your new role you complete the Care Certificate programme provided by Northern Devon Healthcare NHS Trust. You will be allocated 12 weeks in which to complete the programme, and will be provided with the necessary support and opportunities in order to achieve this.

If there are extenuating circumstances preventing you from achieving the Care Certificate within 12 weeks of commencing employment with the Trust your line manager in discussion with you should identify this and request an extension from Workforce Development.

Please note that your appointment and continuation of employment with the Trust is conditional upon completion of the Care Certificate Programme, within 12 weeks of your commencement with the Trust. If you do not successfully complete the programme within the 12 week time frame and an extension has not been approved, your employment with the Trust may be terminated.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Manager's Signature:

Date:

Person Profile

Job Title:	Midwifery Assistant
Grade:	Band 2
Department:	Maternity

Criteria Required	Essential	Desirable
Qualifications & Training	<p>Minimum GCSE grade C English and Mathematics or equivalent</p> <p>Basic IT skills including familiarity with word and excel spreadsheets, and web based programs</p> <p>Completion of the Care Certificate programme provided by NDHT, within 12 weeks of commencing in post</p>	<p>N.V.Q. Level 3 in a health related subject.</p> <p>Previous experience of NHS computer systems, including electronic patient records, Path and PAS systems</p>
Specific Knowledge & Skills		<p>Able to take and record baseline clinical observations, to recognise abnormal readings and refer to a qualified member of staff.</p> <p>Perform venepuncture</p>
Special Experience	Experience of working as a healthcare provider	Prior experience of working in acute hospital setting, particularly maternity services
Physical Skills & Effort	<p>Good general health.</p> <p>Able to handle women and equipment in line with Manual Handling Policy and Health and Safety regulations.</p>	
Emotional Effort	<p>Able to keep calm under pressure.</p> <p>Able to manage stress in themselves and others.</p> <p>Able to offer support at times of extreme emotional stress.</p> <p>Able to deal sensitively with issues such as child protection.</p>	
Mental Effort	<p>Able to prioritise own workload</p> <p>Able to concentrate despite varied and competing demands.</p> <p>Good observational skills and awareness levels.</p> <p>Legible record keeping under supervision</p>	
Requirements due to working environment	<p>Aware of confidentiality issues.</p> <p>Is required to deal with body fluids on a daily basis.</p>	

