

JOB DESCRIPTION

JOB DETAILS	
Job Title	Deputy Head of Midwifery and Gynaecology
Reports to	Head of Midwifery and Gynaecology
Band	Band 8b
Department/Directorate	Specialist Services Divisions - Women's Services

JOB PURPOSE
<p>The Deputy Head of Midwifery is responsible for supporting the Head of Midwifery in the overall provision in management of high quality, responsive maternity and gynaecology services, providing strong operational, professional leadership. The Deputy Head of Midwifery has a supporting role in professional responsibility for gynaecology and maternity services, across Royal Devon University Healthcare settings.</p> <p>In collaboration with the Associate Director of Midwifery (ADOM) and Head of Midwifery (HOM) the post holder is responsible for ensuring optimum and effective management of the workforce and physical resources and for providing expert professional advice on maternity and midwifery issues at Trust level.</p> <p>The Deputy Head of Midwifery will provide a role model for others to emulate at all times exhibiting high standards of professional behaviour and ensuring midwifery and gynaecology leadership and direction for all midwifery and nursing staff across the services.</p> <p>The Deputy Head of Midwifery is professionally accountable to the Head of Midwifery for supporting the delivery of the quality agenda and the professional leadership of midwifery and gynaecology nursing, supporting the delivery of effective professional practice in accordance with professional and clinical governance requirements.</p> <p>The Deputy Head of Midwifery will work in close partnership with the multidisciplinary team, Clinical Leads, Matrons and service managers to ensure that gynaecology and maternity care is safe, evidence-based and provides high quality, personalised care to our service users.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To deputise for the Head of Midwifery where required both within the Trust and System Midwifery workforce planning Maternity and Gynaecology Patient Experience Quality and Safety of Maternity and Gynaecology Oversight and Implementation of any regional and national mandates for Women's Services such as the Maternity transformation programme, CNST and the three year delivery plan for maternity and neonatal services.
KEY WORKING RELATIONSHIPS

Key Working Relationships

- Head of Midwifery and Gynaecology
- Associate Director of Midwifery
- Chief Nursing Officer
- Executive and Non-Executive Directors
- Divisional Directors
- Associate Medical Directors and Associate Directors of Nursing
- Service Managers for Women's and Children's services
- Clinical Leads for Obstetrics and Gynaecology
- Head of Quality and Safety
- Lead Midwives
- Specialist Midwives
- All staff working across Gynaecological services
- The multidisciplinary maternity staff
- Obstetricians/ Lead Obstetricians
- Paediatricians, Lead Paediatrician and paediatric and neonatal matrons
- Care Quality Commission
- NHSEi
- Clinical Commissioning Group
- Maternity Voice Partnership
- Local Maternity and Neonatal System
- HSSIB

Total number of Royal Devon maternity, gynaecology and neonatal staff (Inc. medical, nursing/midwifery, AHP but exc. admin and clerical staff): **615***

Eastern services: 467

Maternity - 264

Obstetrics and Gynaecology - 132

Neonatal - 71

Northern Services: 148

Maternity - 106

Gynaecology - 24

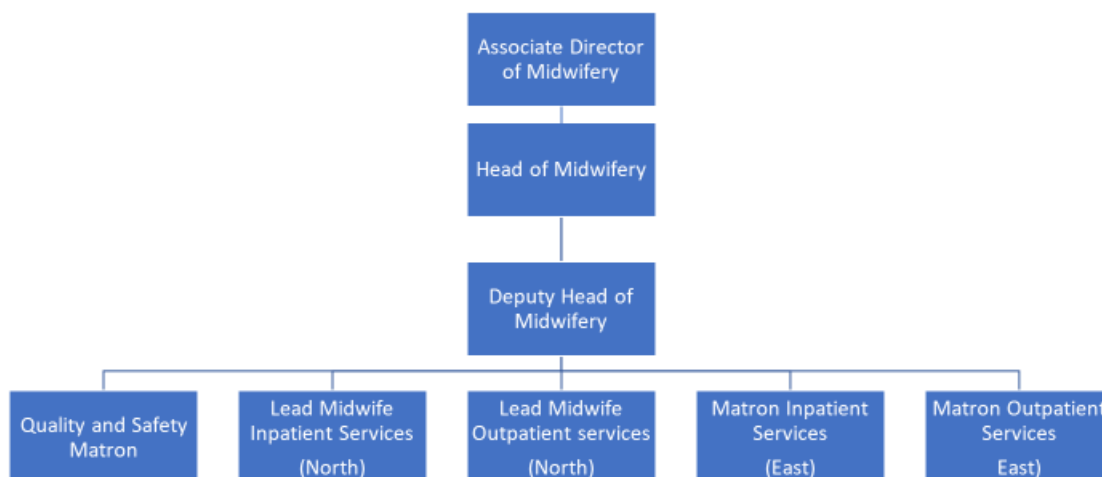
Neonatal - 18

**Figures were correct at time of creation of Job Description*

The post holder is required to deal effectively with staff of all levels, predominantly at senior level throughout the Trust and 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 in the areas of their responsibility.

ORGANISATIONAL CHART

JM0594 Deputy Head of Midwifery, formally matched 06/09/2023, consistency checked 21/09/2023



FREEDOM TO ACT

The Deputy Head of Midwifery is responsible for contributing to the development and delivery of clinical and professional standards, and the required leadership and management capability within Midwifery and gynaecology services. This will form part of the agreed, objectives, standards and constraints within the Divisions and the Trust as a whole.

The Deputy Head of Midwifery will work with the HOM to lead the development and review of maternity service business strategy to meet the needs of the public, the Board's vision and priorities, and wider NHS requirements including commissioners.

The post holder has professional and line management responsibility for the Lead Midwives and Clinical Matron's across site through which all nursing and midwifery staff within maternity services are managed. The post holder provides professional support to the Gynaecology nursing team.

Work within broad organisational or legal parameters, and interpret and establish how this is implemented in practice.

COMMUNICATION/RELATIONSHIP SKILLS

To act as ambassador for the Trust in the Deputy Head of Midwifery role ensuring that the needs and views of the Trust are fairly represented in external (including National) forums and media relations and that the opportunities are taken to enhance the reputation of the Trust.

To ensure that the Head of Midwifery, Associate Director of Midwifery and Divisional Directors are kept updated on all relevant midwifery and gynaecology operational issues and developments at all times including actions required to meet key priorities.

To be accountable for Governance in Maternity and Gynaecological services reporting in to the HOM / ADOM and divisional governance structures and representing the service at Divisional Governance meetings.

To work with the health & social care, independent and voluntary sectors to ensure effective operation of the health care system both in Devon and the South West.

To act as a role model in the maintenance of Trust values and the behaviour required to embed them in the organisation and to ensure all staff in Women's Services embodies those values and behaviours.

To ensure effective communication (and communication pathways) with the ICS, CCGs, NHSE/I, Care Quality Commission (CQC) and all other external organisations.

To maintain staff morale by effective and complex communication, leadership and participation with the Divisional Teams and with other services, as appropriate.

To ensure effective communication pathways with service user groups and individuals, ie MVP, SANDS, BLISS etc.

To develop and maintain strong, effective working relationships internally in particular with obstetric, gynaecology and paediatric colleagues.

Working within the principles of the 6 Cs, speak out about professional standards and maintain high level communication with all clinical teams.

Provide leadership in clinical/medical situations where sensitivity and integrity are needed, i.e. safeguarding, witness at coroners inquests.

To work collaboratively with the divisional teams to deliver corporate performance, strategic and financial objectives.

Provide leadership to Gynaecology and Maternity Clinical Leaders, Maternity Governance midwife, Ward Sisters/Charge Nurses, ensuring appropriate opportunities for them to participate in leadership development.

The Head of Midwifery is accountable for ensuring that mechanisms are in place internally at all levels within midwifery teams in order to deliver the Safeguarding agenda, working closely with the Nurse Consultant for Safeguarding. The post holder will deputise for the HOM when necessary.

The post holder will participate in the Senior Midwifery on call out of hours rota.

Ongoing effective communication is required both written and verbal e.g. to provide and receive highly complex, sensitive and/or contentious information where well developed persuasive, motivational or diplomacy skills are required.

ANALYTICAL/JUDGEMENTAL SKILLS

Support and implement highly complex programs of work which deliver the Trust's strategy and corporate objectives, NHS priorities and stakeholder requirements.

To lead the development and integration of robust governance arrangements across the maternity and gynaecology services, specifically oversee the audit and clinical guideline development programme, ensure learning from incidents and complaints, ensure robust incident handling and ensure learning is put into practice.

To contribute to assurance that all regulatory and risk management requirements are satisfactory to enable and lead highly complex system and control processes which will establish safe and consistent service delivery and monitoring arrangements.

To lead the process for assurance for maternity and gynaecology services through implementation of the Trust governance framework, ensuring the provision of safe and consistent services.

Act promptly to mitigate identified risks and proactively reduce risks through action plan delivery and governance leadership.

To provide highly visible professional leadership, motivation and support to all staff.

To lead the development of the gynaecology and maternity service with the multi-professional team.

To interpret changes to policy, strategy and commissioning relating to maternity services and to ensure that the Associate Director of Midwifery, HOM and Divisional Directors are informed of any impact on the Trust.

To review and manage midwifery contracts and service level agreements providing expert advice.

To use the outcomes from audit, complaints and risk management to influence changes to training, operational practice and education within maternity.

PLANNING/ORGANISATIONAL SKILLS

To ensure the delivery of key performance indicators, targets and standards.

This will require the collection, analysis and presentation of appropriate performance information, monitoring and identifying any areas of under/over performance with the development of appropriate, remedial action.

Develop a competent and flexible workforce for the maternity and gynaecology service ensuring the opportunities for training and development are identified.

The Deputy Head of Midwifery is responsible for the preparation of a range of complex written documents including reports, strategies, annual business plans and business cases.

Deliver the Department's, Division's and Trust's strategy and relevant annual objectives.

Work with the teams to create an open culture and drive for improvement.

Ensure midwifery and gynaecology workforce are compliant with National Safe Staffing Standards.

Work with the HOM/ADOM in liaison with clinical teams, consult upon, develop and deliver a strategic vision for maternity and gynaecology services.

Undertake review and implement change to the model of maternity care to ensure that it is in line with local and national policy and meet the needs of women and their families.

Responsible across the maternity and gynaecology as the infection control lead, displaying visible and clear leadership and robust actions to reduce the risk of healthcare associated infections.

Performance management of all clinical areas within the maternity unit with the development of performance metrics, with specific responsibility for clinical governance issues, HR and Finance.

PATIENT/CLIENT CARE

Ensure visibility to women/patients and visitors pro-actively promoting role and responsibility.

Provide a visible, accessible presence in ward and department settings to whom patients and their families can turn for assistance, advice and support.

Provides highly specialised advice concerning the care and treatment of patients in collaboration with wider team.

Act as a role model in clinical areas working with staff and women/patients in advisor, teaching or support capacity and maintaining professional competence and credibility.

Responsible for Infection Control compliance for the speciality, ensuring regulatory requirements are met and professionally advising and supporting areas of poor performance.

Promote user/patient and carer involvement and participation in care. Review and develop systems

which promote active patient and carer feedback.

To contribute to the management of complaints within maternity and gynaecology services ensuring that investigations and responses are managed in a timely way to the required quality level of the Trust.

To contribute to the monitoring of trends in complaints and risk in order to maximise the outcomes as learning tools to improve care and service delivery and the development of staff.

The Deputy Head of Midwifery will work in close partnership with the multidisciplinary team, Clinical Leads and service managers to ensure that gynaecology and maternity care is safe, evidence-based and provides high quality, personalised care to our service users.

POLICY/SERVICE DEVELOPMENT

Support the HOM to deliver best practice, set against national benchmarks for meeting the expectations of women and their families.

Work with the ADOM and HOM to deliver the strategic vision for midwifery services that supports and compliments the Trust's Objectives and Clinical Strategy

Escalate any issues through the speciality governance process and through the divisional leadership triumvirate structures.

Support the ADOM and HOM in the development/implementation of evidence-based practice within the clinical environment with a multi professional focus. To contribute to the review and development of maternity and gynaecology policies and protocols ensuring these are appropriately monitored, evaluated and audited.

Maintain a personal awareness of research findings, trends and developments in professional practice, highlighting those to the directorate, taking action as appropriate. Promote the principle of research/evidence based care to the delivery of patient care.

To ensure that service users, patients and the public are involved in service developments as appropriate.

FINANCIAL/PHYSICAL RESOURCES

Responsible for oversight for maternity and gynaecology nursing budgets and supporting the budget holders to ensure the effective and appropriate use of resources within agreed financial limits and within the Trust's Standing Financial instructions.

The post holder holds joint responsibility for oversight of delegated budget for maternity services.

To support the HOM to contribute to the Division's financial targets including annual efficiencies\cost improvement programmes (CIPs).

To be responsible for ensuring that bank and agency usage is routinely monitored and minimised with appropriate strategies developed to address failing areas.

To work with the HOM to coordinate the annual capital bids for maternity services ensuring the supporting documentation and information is provided.

To work closely with the commissioning\contracting\finance teams regarding contracts and service level agreements.

To write business cases for service developments in order to ensure these are appropriately approved and funded.

To be responsible for the regular review and management of maternity-related coding that impacts on income.

HUMAN RESOURCES

To provide effective line management to Matrons and Specialist Midwives and professional support to gynaecology nursing staff, and through them ensure that all maternity and gynaecology staff within the directorate are managed in an optimal and effective way. This will include clear objective-setting, regular appraisal and feedback on performance, effective management of sickness/absence and disciplinary issues.

To be responsible for ensuring that the appropriate skill mix and establishment of staff through effective workforce planning.

Along with the ADOM/ HOM contribute to effective work force planning for midwifery and gynaecology recruitment and retention initiatives.

Ensure all staff have an annual appraisal with appropriate personal development plans.

Lead investigations into midwifery and nursing practice following Serious Incidents, clinical or conduct incidents, or patient complaints. Ensure that organisational learning is reflected into clinical practice or professional behaviours.

Chair disciplinary or appeal hearings regarding clinical practice or conduct issues and participate in other disciplinary / capability investigations, hearings and appeals as required.

To ensure all staff are compliant with statutory and mandatory training requirements and that the Trust's training targets are achieved.

Responsible for ensuring the midwifery service fully participates in all appropriate safeguarding case reviews including overseeing investigations, analysis and implementation of subsequent action plans.

To ensure that professional practice complies with NMC rules.

INFORMATION RESOURCES

To be responsible for overseeing the operation of maternity information systems to ensure these meet current and future requirements for data.

Ensuring data quality standards are maintained with all staff appropriately trained in information governance.

To be operational lead for the Maternity Electronic Healthcare Records system.

Competent in using computer software to develop or create reports, in addition to designing information systems which are fit for purpose in leading the directorate services.

RESEARCH AND DEVELOPMENT

To be responsible for ensuring maternity care is evidence based to ensure high quality that is in keeping with best practice.

To promote a research culture that enables midwifery staff to take a questioning approach to their practice and to oversee the development of an effective framework for research into midwifery and maternity practice and issues.

Responsible for co-ordinating implementation of research and development programmes commissioned by the HOM. To become involved in local, regional and national research and development programmes as appropriate.

PHYSICAL SKILLS

To maintain midwifery clinical competencies to support basic midwifery care provision in times of escalation.

To facilitate and undertake specific nursing midwifery patient facing conversations including complex issues and planning.

Infection control measures (as a clinical midwife).

Typing skills – be able to use IT systems to an experienced level and to use computerised systems for accessing patient information.

Organisational skills

PHYSICAL EFFORT

Manual handling:

Ability to manually handle patients and equipment e.g. patient hoists, commodes, wheelchairs etc., pushes patient trolleys and beds to other areas of the hospital in times of escalation.

Cross Site/area Meetings (including community hospitals/community midwifery bases/hospital offices.

Long periods of office based working

To work flexibly across the Trust's different sites (as above).

Frequent travel across all RDUH maternity sites requiring frequent driving – must have full UK driving licence and access to a vehicle at all times

MENTAL EFFORT

- Working to planned deadlines
- Supervision of staff
- Financial restraints
- Performance targets
- Frequently work in situations with multiple and conflicting deadlines and priorities.
- Able to respond appropriately to emergency clinical situations.
- Able to manage conflict within and external to department
- Able to have difficult and challenging conversation to obtain resolutions required by department
- Deal with frequent interruptions and deal with unexpected issues as they arise.
- The Deputy Head of Midwifery is responsible for supporting the HOM in the frequent high concentration periods in the preparation of a range of complex written documents including reports, strategies, annual business plans and business cases.

EMOTIONAL EFFORT

Frequent exposure to distressing and emotional circumstances when dealing with bereaved relatives, patients who may have suffered personal injury/loss of amenity as a user of the Trust.

Diffusing angry, aggressive and hostile users of the Trust.

To be approachable, professional, diplomatic at all times with users and staff.

Managing threatening and intimidating behaviour, safely.

WORKING CONDITIONS

Cross-site working and travel.

Dealing with occasional verbal aggression from staff and complainants.

Space required to use personal computer.

Temperature variations in working environment.

Management of COSHH and Health and Safety of Patients, Staff and Visitors in the maternity services environment.

Involves direct contact with body fluids, products, blood, sputum and vomit, foul linen etc on an occasional basis.

Involves risk of verbal aggression and physical violence from patients & relatives.

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.

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	Deputy Head of Midwifery
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
<ul style="list-style-type: none"> UK Registered midwife with current Nursing & Midwifery registration 	E	
<ul style="list-style-type: none"> Educated to Master's Degree level in a relevant subject, or working towards plus demonstrable relevant experience of leading maternity services at a senior level 	E	
<ul style="list-style-type: none"> Evidence of recent and ongoing professional development 	E	
<ul style="list-style-type: none"> Management qualification 		D
<ul style="list-style-type: none"> Registered nurse 		D
<ul style="list-style-type: none"> NHS Leadership programme Management qualification 		D
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> Expert clinical knowledge and skill in midwifery 	E	
<ul style="list-style-type: none"> Demonstrable understanding of relevant national strategy and policy and how this relates to services 	E	
<ul style="list-style-type: none"> Evidence of ability to work collaboratively across professions and teams 	E	
<ul style="list-style-type: none"> Excellent interpersonal skills and ability to communicate with staff at all levels 	E	
<ul style="list-style-type: none"> Able to manage a heavy and complex workload. Able to manage change within a complex environment 	E	
<ul style="list-style-type: none"> Understanding of appropriate health and safety legislation 	E	
<ul style="list-style-type: none"> Understanding of the equalities agenda and of equal opportunities 	E	
<ul style="list-style-type: none"> Computer literacy and presentation skills 	E	
<ul style="list-style-type: none"> Demonstrable significant experience working independently and as part of a team 	E	
<ul style="list-style-type: none"> Evidence of effective leadership and the ability to coach, influence, motivate and develop staff. 	E	
<ul style="list-style-type: none"> Ability to understand, analyse and use complex data and information to improve clinical and organisational performance 	E	
<ul style="list-style-type: none"> Demonstrable experience of an analytical, problem-solving approach 	E	
<ul style="list-style-type: none"> Excellent verbal and written communication skills including comprehensive report writing and presentation skills 	E	
<ul style="list-style-type: none"> Able to interpret policy and advise regarding the implications for maternity services 	E	
<ul style="list-style-type: none"> Experience in working flexibly and with good time management skills, able to cope with a significant and varying workload. 	E	
<ul style="list-style-type: none"> A strong sense of personal and team accountability and an understanding of the expectations of the Trust and the Directorate 	E	
<ul style="list-style-type: none"> Sound political judgement and acumen 	E	
<ul style="list-style-type: none"> Willingness to work flexible hours and participate in the Supervisor of Midwives on-call rota 	E	
EXPERIENCE		
<ul style="list-style-type: none"> Extensive experience of senior management of midwifery services 	E	
<ul style="list-style-type: none"> Proven experience in budget management 	E	
<ul style="list-style-type: none"> Experience of managing complex action plans and overseeing robust evidence to support action closure 	E	
<ul style="list-style-type: none"> Demonstrable experience of leadership and change management in a complex environment, in order to improve service delivery 	E	
<ul style="list-style-type: none"> Experience of developing midwifery staff, setting, monitoring and maintaining clinical and professional standards 	E	

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<ul style="list-style-type: none"> • Evidence of partnership working with service users, health professionals, voluntary organisations etc in the development of strategy and service improvement, to ensure user centred services are provided. • Evidence of managing complex finance and budgets • Proven significant experience of managing HR issues including sickness, recruitment and retention, • Demonstrable experience of multi-professional and inter-agency working • Evidence of involvement in strategic and business planning processes • Proven track record of meeting national, regional and local performance targets and standards • Demonstrable experience of delivering training and appraisals performance targets • Evidence of implementation of Safeguarding requirements • Experience of leading on clinical governance and risk management • Experience of leading successful complex change and developing high quality maternity services including experience of engaging and motivating staff to achieve Trust vision • Experience of managing Gynaecology/Children's services at a senior level • Working on multiple sites • Experience in research, development and audit 	E E E E E E E E E E E	D D D D
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> • Able to respond positively to pressure • Self belief • Self awareness • Personal integrity • Committed to service improvement • Effective keyboard and IT skills including knowledge of relevant maternity IT systems • Commitment to own and others wellbeing • Effective interpersonal skills and able to engage with women and families from diverse social, cultural and ethnic backgrounds 	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.	E	
Ability to travel to other locations as required.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		Yes		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
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				Yes
Heavy manual handling (>10kg)	Y	Yes			
Driving	Y				Yes
Food handling	N				
Night working	Y		Yes		
Electrical work	N				
Physical Effort	Y		Yes		
Mental Effort	Y				Yes
Emotional Effort	Y				Yes
Working in isolation	N				
Challenging behaviour	Y		Yes		