

## Job Description

1. Job Details	
Job Title:	Team Midwife
Professionally Responsible to:	Band 7 Team Leader
Responsible to:	Lead Midwife
Accountable to:	Head of Midwifery
Grade:	Band 6 (Band 5 newly qualified) This post is subject to formal matching. The Band is confirmed but there may need to be some revision to the JD required in the future.
Unit:	Ladywell Unit

2. Job Purpose
<p>A midwife is an autonomous practitioner. He/she must be able to give the necessary support, supervision, care and advice to women during pregnancy, labour and the postpartum period, to the conduct deliveries on his/her own responsibility and to care for the newborn and the infant in any care setting. This care includes preventative measures, the detection of abnormal conditions in mother and child, calling for medical assistance and undertaking emergency measures in the absence of medical help. He/she has an important task in health counselling and education. He/she also has a role as a mentor for junior midwives and other staff.</p>

3. Dimensions
<p>North Devon maternity services cover an area of 930 sq. miles. Ladywell Unit has over 1,400 deliveries per annum</p> <p>There are 6 delivery rooms</p> <ul style="list-style-type: none"> <li>2 birthing pools</li> <li>1 obstetric theatre</li> <li>18 antenatal / postnatal beds</li> <li>3 antenatal clinic / DAU</li> </ul> <p>The post holder works as a member of a team of midwives caring for women and their families linked to a community hub. They will be expected to work across both the community and hospital settings within a team continuity model. They provide a 24-hour service on a shift system. They would normally work as part of a team of Midwives, supervise the work of MCA's, ward clerks and act as a mentor for student midwives and other students as necessary.</p>

5. Main Tasks/Duties and Areas of Responsibility
<p>1. To be responsible for the organisation and management of a given group of women as an individual and as part of a team, working in such a manner as to maximise the opportunities for continuity of carer.</p> <p>2. Assesses the full range of care needs for pregnancy and childbirth; plans,</p>

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

develops, implements and evaluates a full programme of care for the mother and baby, through the antenatal, intrapartum and postnatal period.

3. Provides a full range of education, advice and counselling to women and their partners including discussions about service choices and care options. Including parentcraft education and counselling for women with possible/actual fetal abnormalities.

4. Is able to prioritise workload despite competing demands and constantly changing service requirements where it is essential to remain calm under pressure and to be able to manage the stress levels in themselves and others.

5. Takes a pro-active approach to Risk Management working with colleagues to reduce risk in all areas of service delivery in line with the Clinical Governance Agenda.

#### **Professional Responsibilities.**

1. Maintain NMC registration by complying with Revalidation requirements and working within the Midwives Rules, Code of Practice and Code of Professional Conduct and Northern Devon Healthcare NHS Trust policies and procedures.

2. Working as an autonomous practitioner each midwife is accountable for the care they give to a woman and her baby. The midwife is a specialist in normal midwifery and should have the ability to act as lead professional in the care of low risk women and to coordinate and implement the care of high risk women in collaboration with the obstetric team.

3. Is able to demonstrate evidence of continuing professional development through a portfolio and is prepared to undertake further training in accordance with the needs of the post and service developments.

4. Participates in the development of maternity services through involvement in the development and implementation of current evidence based policies and guidelines. To maintain an up to date awareness of wider Trust, Local Maternity System and NHS issues.

5. Participates in clinical audit and research as the need arises within the service including active participation in local audits to monitor the effectiveness of service delivery.

6. As the lead professional the midwife works with guidelines that enable scope for autonomous practice but must be able to recognise and acknowledge personal limitations and be able to seek help when required from peers or external professional agencies.



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## **Clinical Skills**

1. The midwife should be able to utilise a full range of integral midwifery skills and be able to practice in all areas of service delivery. The midwife having made an initial assessment of level of risk, will be the lead professional in planning, implementing and evaluating the care for pregnancy and childbirth for low risk women, including admission, delivery and discharge of mother and baby both in a planned and emergency situation.
2. Using her own judgement the midwife should be able to interpret and act on clinical findings and results, including referral to a doctor as necessary.
3. The midwife should be able to work in a collaborative manner, providing midwifery expertise within a multi disciplinary team to provide care to high risk women and their babies.
4. The midwife should undertake cannulation, I.V. drug administration, venepuncture, suturing and the care of women with epidural anaesthesia. They should be proficient in CTG interpretation and be able to act appropriately on the findings this should include a 6 monthly training session.
5. The midwife should be able to manage all obstetric emergencies as they arise including maternal and neonatal resuscitation in all areas of service delivery where the midwife may be the only professional present until help arrives.
6. The midwife will prescribe a range of medicines authorised within locally agreed group protocols and has a responsibility to ensure the safe administration of both these and other drugs.
7. The midwife needs to be able to cope with the physical and mental demands of caring for a woman in labour and at delivery including the need for risk assessment.
8. The midwife will provide assessment, counselling, support and problem solving for all women in the feeding of their babies.

## **Training and Education.**

1. The midwife is responsible for his/her own educational development, including attendance at Trust Mandatory training days.

2. Actively participates in the education, training and dissemination of professional and clinical knowledge on a daily basis to colleagues and other members of staff including Senior House Officers and GP trainees.



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3. Acts as an effective role model to all members of staff.
4. Fosters a culture and environment conducive to learning within the workplace.
5. Offers mentorship and support to students ensuring that the clinical teaching of student midwives, nurses and medical students takes place to meet the aims and objectives of their training.
6. To liaise with midwifery tutors and team coordinators regarding the progress of learning contracts and objectives of individual student midwives.
7. To participate in the recruitment and interview process, the preceptorship of new colleagues and the Development and Review of junior staff.

### **Managerial Responsibility**

1. To manage a defined group of women, to support colleagues and to assist the senior midwives in the building of an efficient, effective team in order to maintain the highest standards of care.
2. Take charge of the clinical or community area on a shift to shift basis and to act up in the absence of the senior midwife as defined by Trust policy to maintain the highest standards of care for women within the service.
3. Take charge of the clinical area on a shift to shift basis under the supervision of the senior midwives whether this be the labour ward , post natal ward or the community setting.
4. Build good working relationships with the other members of the multidisciplinary team.
5. On a personal level to identify and develop the skills necessary to manage within all areas where care is delivered.
6. Organise and supervise the work of maternity care assistants, midwifery assistants and junior members of staff.
7. Maintain stores at acceptable levels and ensure their appropriate use within existing resources.
8. Ensure that all equipment, including emergency equipment is in good working order, report defects and ensure repairs are carried out promptly or the equipment is replaced.
9. Ensure the ordering and safe storage of drugs, checking expiry dates and keeping stock levels of drugs to meet the needs of the service.





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10. Promote a safe working environment in accordance with Health and Safety requirements, COSHH, Fire regulations and Manual handling procedures. Reporting any defects or risks identified to the appropriate individual.

11. The midwife is responsible for reporting and acting upon any incidents and risks identified within the service delivery environment.

## **6.Communications.**

1. The midwife should be able to use verbal and non verbal communication to optimise the care for women and their families, including situations where people may be angry, distressed or unable to communicate due to physical disabilities. This includes situations where the clients' wishes and actions conflict directly with the health professionals' advice.

2. To maintain accurate, clear and concise written records in accordance with Trust and National policies and prepares timely reports and returns as required.

3. To enter data on computerised records, meeting the requirements of the data protection act.

4. Observe the confidentiality of client information at all times.

5. The midwife is responsible for counselling women and their families on sensitive issues such as: Preconceptual care

Antenatal screening

Aiding informed decision making

Negotiating skills

Domestic violence

Sexual or physical abuse

Breaking bad news – bereavement, fetal abnormality

Mediation

Debriefing

Monitoring antenatal and postnatal depression

Safeguarding Agenda for both Children and Adults

## **Working Relationships**

Internal

Head of Midwifery

Clinical Midwifery Managers

Maternity Care Assistants

External

Health visitors

Social workers

Drug service

Midwifery Assistants	Diabetic service
Consultant obstetricians	Physiotherapy services
Registrars/staff grades	Child protection agencies
Senior house officers	Ambulance and paramedic service
Gynae services	G.P Services
Paediatric services	
Anaesthetic services	

**Confidentiality:**

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action, which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken a breach of confidence could also result in civil action for damages.

It is anticipated that this job description will be reviewed and revised as necessary in discussion. A minimal opportunity for this is annually through the Development and Review process.

**Health & Safety:**

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

## 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.
- Each registrant is expected to evidence as part of their KSF review the clinical audit and service

level review activity undertaken by them individually or as part of a team in relation to the services they deliver. This can include a wide range of activity from more formal clinical audit activity to more routine evaluation of clinic activity or undertaking service user feedback exercises.

- 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 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 Disability Discrimination Act.

## **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 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.

## JOB DESCRIPTION AGREEMENT

**Job holder's Signature:** .....

**Date:** .....

**Manager's Signature:** .....

**Date:** .....

## Person Profile

<b>Job Title:</b>	Team Midwife
<b>Grade:</b>	Band 6 (Band 5 newly qualified) This post is subject to formal matching. The Band is confirmed but there may need to be some revision to the JD required in the future.
<b>Department:</b>	Maternity

<b>Criteria Required</b>	<b>Essential/Desirable</b>	<b>E</b>	<b>D</b>
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Qualifications & Training	Registered Midwife with valid NMC registration Degree / Diploma or equivalent specialist clinical experience. Evidence of continuing professional development Annual attendance at Trust Statutory Training Days Mentorship experience	Y Y Y Y Y	
Specific Knowledge & Skills	Is lead professional and works autonomously to care for low risk women. Works collaboratively with other professionals in the care of high risk women. Able to analyse and interpret CTG recordings and act on findings. Competency achieved in Suturing, Cannulation, Venepuncture, I.V. Drug administration LSCS Theatre skills (or working towards). Management of all obstetric emergencies. Bar code training for blood bank security.	Y Y Y Y Y Y Y	Y
Special Experience	Has worked in a variety of settings using the full range of midwifery skills. Is able to provide support and teaching to junior members of staff.	Y Y	
Physical Skills & Effort	Good general health. Able to work flexibly to provide 24 hour care. Able to handle women and equipment in line with Manual Handling Policy and Health and Safety Regulations, Basic I.T. skills.	Y Y Y Y Y	
Emotional Effort	Able to keep calm under pressure. Able to manage stress in themselves and others. Able to offer support & advice at times of extreme emotional stress i.e. miscarriage, termination, stillbirth, neonatal abnormality / death. Able to deal sensitively with issues such as child / drug abuse. Able to deal with distressed and non compliant clients and	Y Y Y Y Y	
	their families.		

Mental Effort	Able to work unsupervised in clients homes.	Y	
	Able to prioritise own workload.	Y	
	Able to concentrate despite varied and competing demands	Y	
	Able to cope with work of a very unpredictable nature on a daily basis.	Y	
	Able to respond effectively in an emergency.	Y	
	Good organisational skills	Y	
	Clear, concise, accurate and contemporaneous record keeping	Y	
	Handles patients valuables	Y	
Requirements due to working environment	Aware of confidential nature of work	Y	
	Is required to be in contact with body fluids on a daily basis	Y	

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