

DIRECTORATE OF OPERATIONS

JOB DESCRIPTION

POST	Governance Midwife
PAY BAND	Band 7
RESPONSIBLE TO	Operational Matron
ACCOUNTABLE TO	Head of Midwifery
BASE	Trustwide

ABOUT US

The Northern Lincolnshire and Goole NHS Foundation Trust is a dynamic and successful organisation with a strong focus on delivering quality care to our population of around 440,000 people. We provide a comprehensive range of secondary care services from 3 main centres, Grimsby, Goole and Scunthorpe as well as community services in North Lincolnshire.

We pride ourselves on being a friendly and caring place to work where we aim to combine our patient first approach with innovative and creativity against a backdrop of holistic team working, as encapsulated in our vision and values – Together we care, we respect, we deliver.

ABOUT THE POST

The purpose of the job is to manage and co-ordinate all aspects of Clinical Risk and Governance across maternity, ensuring integration of Clinical Risk and Governance objectives with that of the Trust. The post holder will play a key role in leadership, development, and transformation to support the delivery of high quality services for through robust Clinical Risk and Governance processes. The post holder will work in collaboration with members of the multidisciplinary team to lead, facilitate and deliver service improvements within maternity services, providing both professional and clinical advice as necessary. The post holder will also be responsible for the development, implementation and audit of clinical guidelines, protocols and policies to ensure evidence based clinical practice and safe, high quality care.

MAIN TASKS REQUIRED OF THE POST HOLDER

- In liaison with the Women and Children's Group senior management team, develop, implement, monitor, review and embed strategies and frameworks to underpin the principles of clinical governance in Maternity Services, this will include effectively managing clinical risks.
- Take the lead in the service to coordinate clinical governance activities and clinical risk management.
- Provide leadership, guidance and expertise within the multi-professional team for Maternity Services for clinical governance and risk management.
- Coordinate clinical incidents investigations, and assist in investigations following serious incidents.
- Assist Senior Midwives and Obstetricians to write investigation reports and action plans, including undertaking root cause analysis.
- Where appropriate build on existing research and national guidelines to improve practice.
- Regularly update the Maternity Risk Management Strategy and update Clinical Governance Policies and Guidelines, in accordance with the group policy and guideline process. These policies need to be in line with national and local recommendations.
- Gather information from within the service, Trust wide and from external organisations to share learning to minimise risk and engender a positive and proactive clinical governance culture.
- When recommendations have been identified the post holder will work closely with the Senior Midwifery Team to co-ordinate these into the Maternity Services' clinical practice. These need to be translated into practice or implemented for service development from national reports.
- Work with the multi-disciplinary team to update or change guidelines or policies as appropriate.
- Monitor and review the progress of action plans derived from collating evidence to support the completion of such action plans.
- Undertake presentations on behalf of the Maternity Service on clinical governance and risk management to a range of staff, for example during clinical audit days, staff meetings.
- Ensure that all clinical incidents are reported and investigated by the appropriate staff in a timely manner using the DATIX reporting mechanism
- Maintain a register of incidents using Trust systems and produce reports detailing statistics and trends in respect of clinical incidents and complaints, and to use this data to inform the Maternity & Trust Risk Management reports
- Work with the Obstetric Lead in publishing a regular risk management newsletter, highlighting pertinent risk management issues to all staff.
- Provide workshops / seminars on clinical risk management at regular intervals for all staff.

- Work with managers and clinical teams to ensure that action plans as a result of SIs and RCAs are embedded within clinical practice and that learning has taken place to assure safety and quality within clinical care
- Assist the Legal Department in the management of litigation cases, providing advice, support and written reports as required.
- Assist the Operational Matrons in the management of complaints, providing advice and support as required.
- Provide regular feedback, as a member, on clinical issues to:
 - The Women's Clinical Governance meeting
 - The Labour Ward Forum
 - Perinatal Mortality Meeting
 - Clinical Review Meeting
- Provide feedback to staff from incidents ensuring lessons are learnt and disseminated to all appropriate staff
- Work with the Senior Midwifery Team to disseminate any new changes to practice resulting from risk management investigations.
- Act as a local resource for, and source of advice on, risk related issues for staff.
- Actively participate in the clinical governance agenda by attending Women's Integrated Governance Group meetings and acting upon any areas of concern.
- Work with the network of maternity risk managers within the region, to identifying opportunities for additional resources or practice initiatives.
- Be responsible for monitoring, reviewing and updating the local risk register.
- Work with the Clinical Skills and Safety Midwife to ensure any lessons are learnt and changes implemented to reduce risk, through education and practice development.

DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

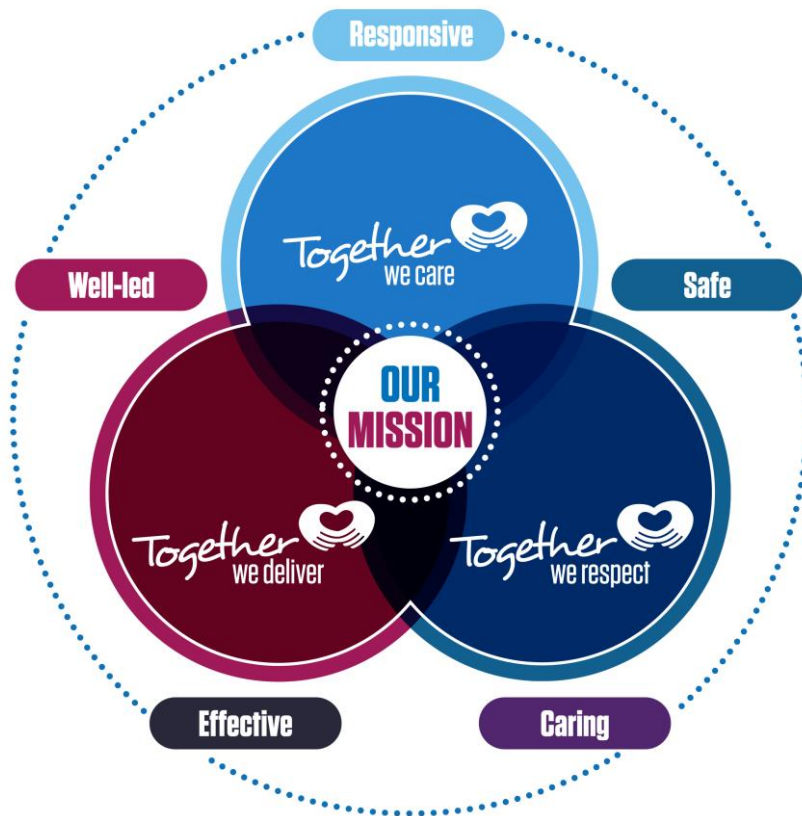
- Maintain a professional appearance in line with the Trust dress code
- Uphold the Trust's values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence
- Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business
- Uphold the privacy and dignity of the patient and respect the equality of patients at all time
- Demonstrate a high level of commitment and enthusiasm to audit

- Develop, with the Obstetric Audit Lead, the annual audit calendar relating to Maternity Services.
- Facilitate the audit of practice where appropriate following investigation into clinical incidents and ensuring that any necessary changes in practice are incorporated into policies and guidelines.
- Support and advise staff in the development of evaluation and audit skills.
- Provide information to the Division following evaluation and audit from local, regional, national and international initiatives.
- Lead, develop, coordinate and implement the policy and guideline review process for the Maternity Services ensuring safe, effective evidence based practice and professional policies and guidelines are in place through attendance and participation at the labour ward forum and the women's integrated governance group.
- Provide effective leadership, be a role model and resource for staff in all areas of the maternity service for all aspects of Risk Management, Clinical Governance,
- Co-ordinate the function of clinical governance and risk management for Maternity Services, ensuring appropriate delegation to members of the senior clinical team
- Represent the Maternity Services at Trust Risk Management meetings both clinical and non clinical
- Work closely with the Senior Midwifery Team to develop and maintain systems and processes to ensure that personal development plans are directly linked to improvements to patient care following the evaluations and lessons learnt from SIs, RCAs and complaints
- Work with and support managers to implement change management based on improving clinical risk and strengthening governance and transformational processes, maintaining a positive approach with team members
- Work closely with the Senior Midwifery Team to ensure that the patients' experience is of an optimum standard.
- Ensure effective involvement of service users in service provision by encouraging and acting on service user feedback (e.g. Friends and Family, informal complaints, PALS, patient surveys).
- Participate in recruitment and retention initiatives in conjunction with the Senior Midwifery Team, both within the service delivery group and corporately as required
- Ensure integrated working across the full multidisciplinary team.
- Support the Maternity Services in identifying efficiency savings.
- Promote a safe working environment in accordance with Health and Safety requirements, COSHH, Fire regulations, and manual handling procedures.
- Critically examine working practices within the department to identify cost improvements and effective measures, develop and implement action plans

- The post holder will ensure the proper use of the Trust's resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost
- The post holder will undertake one clinical shift per month to ensure clinical skills are up to date
- High levels of hand eye co-ordination will be needed to carry out procedures including vaginal examinations, conducting deliveries and suturing



Created with the input of staff from all occupations our vision and its values set out a clear statement of who we are and why we are here. Central to our mission is a well-led, caring team who collectively delivers effective, safe patient care. We recognise that without each and every person in our team we could not provide the excellent services that we do. Crucially we recognise that looking towards the future we want to harness workforce innovation and uniqueness to making sure we deliver the responsive and individualised patient services each time, every time.



The Trust Board and each member of staff unanimously endorse our vision and values and pledge to deliver our hospital and community services through our values. In accepting employment with the Trust you enter into an express commitment to abide by the Trust vision and values, the NHS values and constitution. You are required to familiarise yourself with the Trusts vision and values behavioural standards observing and placing our patients at the very forefront of everything you do. You should also be mindful that employment with the NHS also requires you to behave in manner that does not bring the Trust or your profession into disrepute whilst outside of work.

Complementing the vision and values is the Trust's zero tolerance framework relating to behaviours and non-compliance with your clinical and non-clinical responsibilities. Failure to observe the vision and values behavioural statements, or the zero tolerance framework, may result in disciplinary action, including gross misconduct and termination of employment action being taken against you.



LEADERSHIP RESPONSIBILITIES

As a member of the Trust the Trust Board expect you to deliver your duties in line with our values based behaviours, below. The Staff Charter clearly sets out the behaviours the Trust expects from you and those behaviours that we don't expect. In return for this the Trust will endeavour to provide you with a working environment as outlined in the 'Employment Promise'.

Our Values	The Staff Charter		
	Behaviours we expect	Behaviours we don't expect	What you can expect from us 'The Employment Promise'
<p>Together we care</p> <p><i>We care about providing safe, compassionate and attentive services for patients</i></p>	<ul style="list-style-type: none"> Placing patients' interests first and being overtly attentive to their needs Displaying compassion, empathy and exemplary professionalism at all times Maintaining safe clinical practice and upholding infection control standards Positive behaviours and attitude towards patients and colleagues Recognising my responsibilities and limitations and working within these, whilst acting appropriately and honestly to rectify any mistakes made Ensuring the highest levels of cleanliness throughout clinical setting 	<ul style="list-style-type: none"> Letting your mood affect how you treat patients and your colleagues Ignoring people, arrogance or self-importance Shouting (unless required in emergency situations) Failing to comply with Trust policies, procedures or your professional codes of conduct 	<ul style="list-style-type: none"> We will endeavour to create a motivating and energetic working environment You will have a clear role and responsibilities with associated realistic achievable objectives A workplace that is safe and free from harm A workplace free of discrimination Successes are celebrated We will be honest and fair with you Assurance that if you 'speak out' your concerns will be heard and taken seriously
<p>Together we respect</p> <p><i>We respect the dignity and individuality of each person in our care, and the professionalism and skills of our team members</i></p>	<ul style="list-style-type: none"> Welcoming patients as people; communicating in a manner that they will understand Accepting patient's beliefs and behaving ethically at all times whilst treating colleagues as equals Respect colleagues' opinions and suggestions and report any incidents of bullying and harassment Working collaboratively and constructively with others Always seeking ways to personally develop and willingly sharing knowledge and skills with others Having a smart professional appearance 	<ul style="list-style-type: none"> Failing to introduce yourself by name Withholding information from patients or colleagues Offensive language A culture of blaming or criticising your colleagues and other teams 	<ul style="list-style-type: none"> You will have a visible and approachable leadership team Timely and accurate updates on Trust developments Staff health, safety and wellbeing is a consideration in all Trust activities An open door policy so you have access to the Trust Board and members of the senior management team To have your innovation, safety and service improvement ideas considered
<p>Together we deliver</p> <p><i>We will deliver forward thinking quality services through listening to, learning from, and empowering those I work with</i></p>	<ul style="list-style-type: none"> Asking for and acting on patient feedback to continually discover new ways to improve the quality of patient care Learning from your own and others' service improvement ideas and mistakes Working with colleagues from outside your immediate team to ensure the best possible outcomes Patient and staff confidentiality at all times Having a can-do attitude to quality improvements; how can we can make our services safer and even better Seeking quality improvements every day and not giving up 	<ul style="list-style-type: none"> Aversion to changes in how we do things Wilfully failing to maintain mandatory training compliance Wilfully failing to participate in the annual appraisal process Dismissing others' ideas for safety and quality improvements 	<ul style="list-style-type: none"> We will stimulate a 'team' environment where all staff have a voice, are respected and feel their role contributes to the delivery of patient care We will seek and listen to your opinions We invest appropriately in your career and you will receive objective feedback on your performance We will strive to provide job satisfaction through job enrichment You will have access to contemporary staff benefits We will provide the resources and training needed to undertake your role

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager or your Assistant Divisional Director. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.

WOMEN AND CHILDREN'S GROUP

PERSON SPECIFICATION

POST TITLE: Governance Midwife

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>Education and qualifications</p>	<ul style="list-style-type: none"> ▪ First degree or equivalent in midwifery ▪ Registered Midwife ▪ Teaching qualification or experience ▪ Qualification in Risk Management or equivalent (i.e. IOSH) ▪ Knowledge and experience of dealing with Safeguarding in Maternity Services ▪ Master's Degree or working towards 		<ul style="list-style-type: none"> ▪ Application form ▪ CV
<p>Occupational experience and abilities</p>	<ul style="list-style-type: none"> ▪ Previous experience as a band 6 or above ▪ Demonstrate evidence of clinical practice ▪ Knowledge of current local and national midwifery agenda and priorities ▪ Documented evidence of continuous professional development ▪ Evidence of involvement in the development and delivery of in-service training programs ▪ Expert clinical skills/knowledge within the specialty ▪ Leadership Skills works well under pressure ▪ Interpersonal and communication skills 	<ul style="list-style-type: none"> • Evidence of leading change • Experience of critiquing clinical evidence • Able to demonstrate significant personal involvement in change management 	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview

	<ul style="list-style-type: none"> ▪ Up to date mandatory training in fire, infection control BLS and moving and handling 		
Personal qualities	<ul style="list-style-type: none"> ▪ Personal organisation skills ▪ Forward thinking approach ▪ Enthusiasm and self-motivation ▪ Reliability and flexibility ▪ Recognises and values the contribution of others ▪ Able to motivate others ▪ Assertive ▪ Consistent approach 		<ul style="list-style-type: none"> ▪ Interview