

JOB DESCRIPTION

Job Title: Digital Midwife
Band: Band 6
Department: Children & Families Division
Responsible to: Head of Service
Accountable to: Director of Midwifery



JOB PURPOSE

The post holder will:

- Work with the support from the Lead midwife to provide regular updates and progress reports on ongoing development priorities and goals and their intended clinical impact, including any financial implications.
- Provide clinical support for the management, utilisation and development of the Maternity IT system (K2) or any other Maternity System at Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust, working collaboratively with the IT Clinical Systems Manager, supplier, informatics department and other key stakeholders.
- Assist with the education and training for all staff on the Maternity Information System to minimize errors and incidents due to staff lack of knowledge
- Deputise for the digital lead for Maternity Service to work in conjunction with the Trust's IT Department and foster and maintain an effective working relationship with the system supplier.
- Provide clinical knowledge and expertise to the IT Clinical Systems to develop and expand the system.

- Help to develop systems to communicate the day to day operational issues to the IT Clinical systems manager and make all staff aware of the process
- Deliver a robust training plan and provide direction, motivation and support to all users both clinical and non-clinical.
- Through robust data analysis audits and checks provide assurance for the data quality of reports produced
- Monitor that record keeping standards are high and undertake a variety of clinical audits that support safety and quality care provision.
- Improve clinical efficiency through effective IT solutions that streamline the way services are delivered and assist clinicians to undertake their role.
- Assist with the investigation of clinical incidents where staff usage or non- usage of the Maternity IT System forms part of the causation e.g. looking at audit trails or lack of education
- Be integral in providing clinical expertise and support with the development and implementation of other digital platforms within the Children & Families Division.

MAIN DUTIES AND RESPONSIBILITIES

Project Management

- Support the digital lead to work in conjunction with the IT Clinical Systems Manager co-ordinate the delivery of development priorities according the project plans.
- With supervision, work with the IT Clinical Systems Manager and system users to design changes in working practices which comply with the functionality of the system being implemented.
- Contribute to offering solutions to risks associated with processes, and work with suppliers and staff to suggest amendments to those processes.
- Be able to interpret and support the development of workable, effective paper-light systems for information management.
- With direction from the digital lead, manage priorities and resolve conflicts, focusing on those activities that contribute to achieving strategic objectives that align with Trust priorities.

- Participate in the design, procurement and implementation of the Maternity IT System, ensuring value for money and quality assurance.
- Identifying the clinical risks for the maternity IT system, registering risks on the corporate risk register, maintaining risk logs for the system and ensuring that such risks and issues are communicated, owned and resolved.
- Actively participate and co-operate with any audits carried out by internal and external auditors and the implementation of any associated recommendations.
- Update project documents regularly and communicate them to the digital lead and Head of service as relevant and directed.
- Assist in the assessment of project clinical issues, scheduling resources and managing capacity and conflicts.
- Participate in project assurance processes, and manage progress of the projects through agreed planning and project management tools, reporting key milestones and escalating slippages and other issues where necessary.
- Provide clinical support to other Project Managers and Programme Managers.
- Provide clinical support while preparing for implementation, during go- live and during the transition to “business as usual”.
- Contribute to clinical testing of relevant software implications, documenting the results and highlighting any concerns that may relate to maternity use. Use clinical experience and judgement to determine the importance of any system deficiencies found during testing.
- Assist with the development of apps that will enhance service provision and /or user information
- Use professional judgement to collaborate with the IT Systems Manager to optimize the solutions to user feedback and facilitate the development of processes and future system improvements.
- Use clinical knowledge, judgement and experience to develop policies and procedures (and associated documentation) in relation to projects and for ‘business as usual’ teams following implementation.
- Agree the processes for business continuity in the clinical areas in the event of failure of the electronic system. Make all managers aware of the procedures to activate out of hours

- Develop the system to in line with the NHS Digital and personalized care plans in Maternity

Reporting

- Have accurate and timely data input to enable the local informatics team to support national maternity dataset submission
- Provide support and lead on responding to Freedom of Information (FOI) requests using reporting tools within the system to collate required information, including providing assurance on the accuracy of the information requested.
- Manage and provide clinical validation of local and regional reporting requirements with the Integrated Care System (ICS), Local Maternity System (LMS), Clinical and Operational Delivery Networks and Commissioners.
- Work with appropriate Trust leads to participate in national, regional and local audits to enhance quality and safety.
- Manage and be accountable for overseeing the timely reporting of referrals and relevant clinical information to external health professionals and organisations.
- Review and evaluation changes in reporting standards and implement system and reporting changes to ensure that data can be extracted quickly and easily to meet the revised requirements.

Management and Leadership

- Provide high visibility in the clinical areas to support staff with system and data recording issues and gain understanding of the system challenges and barriers to deliver effective change projects.
- Provide support for users one a one to one basis, in groups and at a distance via phone or Skype, including managing the process of a 24/7 Trust Clinical Support System in conjunction with the Trust IT Support Department.
- Proactively promote improvement through co-production using Quality Improvement (QI) methodology to lead effective change with support of the management team, QI and Communications and Media Departments.

- Develop and submit business cases with delegated authority for approved project budgets.
- Maintain up to date knowledge of clinical issues and changes in practice and consider their relevance to current and future development plans.
- Identify and initiate appropriate development projects, with agreement from the Director of Midwifery, General Manager for Obstetrics and Divisional Director, linking closely with the IT Directorate to ensure changes are in line with Trust strategic plans.
- Collaborate with the IT systems manager to resolve any issues and concerns expressed by ward leaders, Matrons, clinicians and Deputy/Director of Midwifery.
- Establish and maintain relationships with functional leads, other project managers, project stakeholders, managers, clinicians and suppliers.
- Develop, and agree with the users and suppliers a communication plan, and ensure that all those involved in the project are clearly communicated with using that agreed plan.
- Analyse and communicate the impact of the project and any development work with staff members to address the change management implications needed to achieve project deliverables.

Information Governance

- Make all staff aware of Trust policies and monitor compliance with the Trust's policies regarding Information Management and Technology, providing enforcement where required.
- Raise awareness of Data Protection and confidentiality issues within the maternity service and work alongside the Trust's Information Governance Manager to promote good practice.
- Maintain patient confidentiality at all times including protecting patient records both electronic and hard copy.

Training

- Develop and deliver a training programme for system users.

- Deliver presentations and demonstrate the system to all levels of clinical, administrative and managerial staff in a manner that is appropriate for the audience.
- Produce effective training materials using a variety of sources such as e-learning, presentations, user guides & webinars.
- Collaborate with the Education Team to maintain a record of staff training.
- Monitor and collate feedback from training sessions and resources to review their effectiveness and value; and use the feedback to improve the quality of delivered sessions.
- Identify users who have a greater interest and ability and facilitate further training to enable them to undertake an advanced user role and provide train the trainer functionality.
- Monitor staff performance and undertake regular performance reviews. Where performance issues are identified and facilitate additional training for individual staff.
- Make all staff aware that the electronic record is a legal document and they are responsible for its accuracy, enforcing Trust policy where applicable.
- Be aware of the systems and processes to enable bank/locum/agency staff to access the system. □ Facilitate training for newly appointed staff as required.
- Attend meetings/workshops with the supplier on new features and functionality within the system.

Professional Responsibility

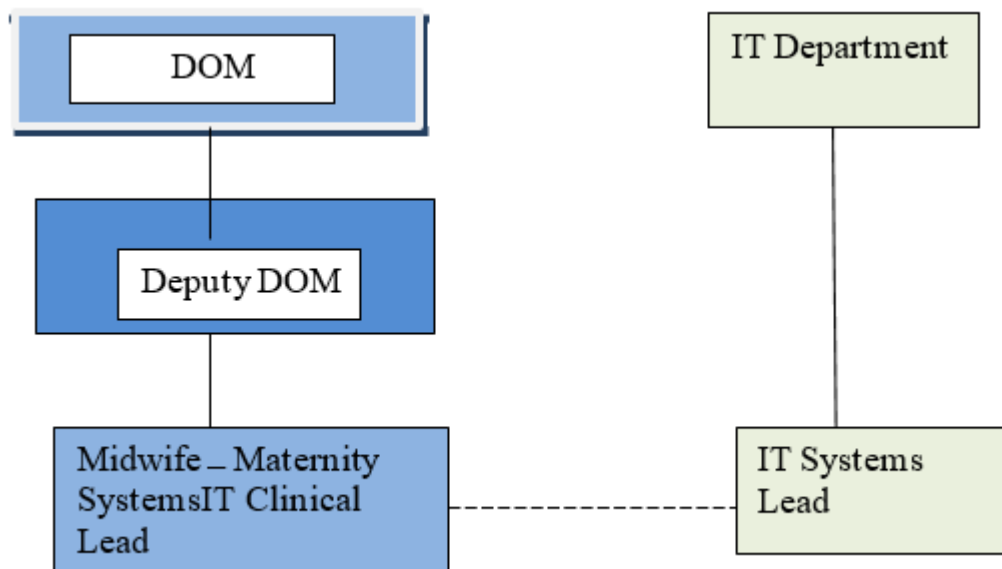
- Take responsibility for maintaining professional midwifery registration.
- Work within NMC codes of practice and professional guidelines, maintaining an up to date professional portfolio to meet revalidation and learning after registration requirements. □ Undertake required mandatory/essential role specific training.
- Project a professional attitude to patients, visitors and colleagues at all times.
- Acts in such a way that safeguards the health and wellbeing of children and vulnerable adults at all times adhering to the DBTH safeguarding policies.

- Actively participate in the staff appraisal process for self and others with whom there is line management responsibility.

SCOPE AND RANGE

To support the Children and Families Division, working alongside other areas that integrate with the Division.

ORGANISATIONAL STRUCTURE



APPENDIX 1 - SPECIFIC TERMS

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.
- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.
- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager. You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.
- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.