

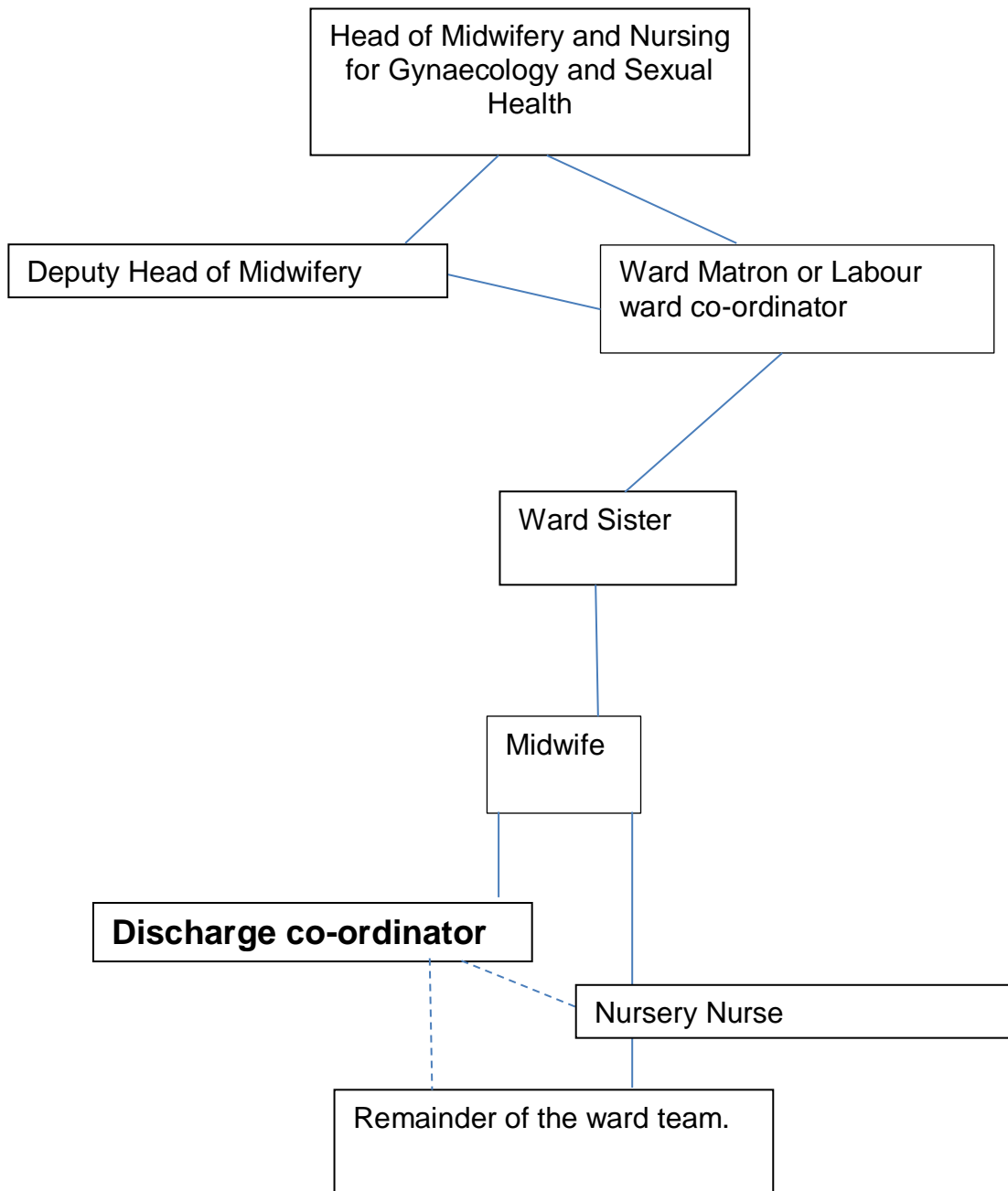
Job Description

Job Ref:	24-090
Job Title:	Maternity Discharge Co-ordinator
AfC Pay Band:	Band 3
Number of hours:	As per contract
Clinical Unit / Division	Women's Children and Sexual health
Department:	Maternity
Location:	Conquest
Accountable to:	Head of Midwifery and Nursing for Gynaecology and Sexual Health
Reports to:	Ward matron / midwife co-ordinating the ward.

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	Careful use of resources.
Staff	Not applicable
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation Specialist systems: E3, E-searcher.

Job purpose	The post holder is primarily responsible for coordinating the discharge of women and their babies when fit to go home from the post-natal ward, and to help develop a robust process to facilitate and improve discharge.
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Department Structure



Communications and Working Relationships		
With Whom:	Frequency	Purpose
Women	Daily / as required	To support women, in preparing for discharge.
Relatives / visitors	Daily / as required	Information and support r.e discharge process.
Medical Staff	Daily / as required	Coordinating medical assessments and ensuring fitness for discharge.
Midwives / Sisters	Daily / as required	To discuss potential discharges and plan accordingly
Midwifery matrons	Daily / as required	To escalate any concerns with care, barriers to discharge
Student midwives	Daily / as required	Guidance with discharge process under the supervision of a midwife.
Deputy head of midwifery	Daily / as required	Management support and advice
Social services / safeguarding team	Daily / as required	To ensure safeguarding concerns are dealt with prior to discharge.
Special care baby unit	Daily / as required	Liaise when discharge plans involve SCBU .
Ward Clerks / CMW liaison	Daily / as required	Ensure discharge paperwork is processed appropriately.

Key duties and responsibilities

Mother

1. Identify women suitable for discharge, and make individual plans for discharge based on the needs of the women, baby and family.
 - 1.1 Liaise with co-ordinating midwife to identify those women suitable for discharge.
 - 1.2 Liaise with midwife and medical staff to ensure the woman is fit for discharge, and that any further appointments and referrals have been made.
 - 1.3 Discuss discharge with woman to in order to agree a plan of care.
 - 1.4 Liaise with medical staff and pharmacy to ensure necessary medications are available for discharge.
 - 1.5 Provide discharge advice and information as agreed by midwifery team.

Baby

2. Identify babies suitable for discharge, whose mothers are also being discharged.
 - 2.2 Liaise with midwife and paediatrician to ensure the baby is fit for discharge.
 - 2.3 Check that all necessary screening has been carried out prior to discharge.

2.4 Ensure that all necessary follow up appointments have been arranged and that the mother is aware of these.

Feeding

- 3. Act as a feeding resource for mothers and families.
- 3.3 Ensure that the mother is confident with feeding prior to discharge.
- 3.4 Observation of feed to confirm adequate feeding.
- 3.5 Liaise with midwife to make additional plans for weighing and feeding support as necessary.

Administration

- 4. Ensure documentation is completed by relevant members of staff.
- 4.1 Input data as per maternity system and ensure these are checked by midwifery staff.
- 4.2 Ensure appropriate handover sheets are completed to ensure seamless transfer of care to community and other areas.
- 4.3 File and sort notes as appropriate, liaise with ward clerks to ensure prompt processing of notes to coding.

Communication

- 5. Liaise with multidisciplinary team to ensure discharge plans are in place.
- 5.1 Communicate plans and information to parents.
- 5.2 Be able to answer parent's queries, and refer to more senior staff when necessary.
- 5.3 To organise and coordinate the NIPE lists to ensure screening targets are met, and that discharges are not delayed.
- 5.4 To ensure that all written and verbal communications are compliant with quality standards and data protection.
- 5.5 To be able to deal with potential conflict through honest communication, and to escalate where necessary

Service development

- 6. This is a new service within the trust, and the post holder will be expected to develop this role.
- 6.1 The post will primarily be based on the post-natal ward, but there is an expectation that this will be developed to include discharges from other inpatient areas within maternity.
- 6.2 The post holder will be expected to assist in the development of a standard operating procedure for discharges from maternity.
- 6.3 The post holder will be expected to take part in audits and quality walks to ensure the service is meeting the needs of the women and the trust.
- 6.4 Ensure all women complete the FFT questionnaire prior to discharge.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development

- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

Working Environment:

Clinical role with frequent exposure to bodily fluids, emotional situations and potential aggression.

Driving		Lifting		Verbal aggression	√
Use of PC/VDU	√	Physical support of patients		Physical aggression	
Bending/kneeling	√	Outdoor working		Breaking unwelcome news to others	√
Pushing/pulling		Lone working		Providing professional emotional support	√
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	
Repetitive movement		Contact with bodily fluids	√	Involvement with abuse cases	
Prolonged walking/running		Infectious materials	√	Care of the terminally ill	
Controlled restraint		Noise/smells	√	Care of mentally ill & challenging patients	
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	
Food handling		Night working		Working in confined spaces (eg roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.



East Sussex Healthcare
NHS Trust

Person Specification

Job Title: Maternity Discharge Co-ordinator		Grade: Band 3	
Department: Maternity		Date: March 2024	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications / Training			
Good standard of general education including English and Maths	AI	Care certificate or NVQ	AI
NVQ3 level in a relevant area, or evidence of equivalent experience	AI	ECDL or alternative IT qualification	AI
Experience			
Experience of working in a health care setting	AI	Experience within a maternity setting	AI
Contact with patients / clients / carers	AI		
Maintaining records	AI		
Skills / Knowledge / Abilities			
Excellent communication skills both verbal and non-verbal	AI	Willingness to undertake audit as part of a team.	AI
Good keyboard and IT skills including knowledge of Microsoft Office – Word and Outlook	AI		
Able to plan and organise own work.	AI		
Able to work in a pressured environment.	AI		
Able to work as part of a team.	AI		
Effective and adaptable interpersonal and organisational skills.	AI		

Other			
Reliable work record	AIR		
DBS clearance if applicable	T		
Evidence that personal behaviour reflects Trust Values	AIR		

Managers Signature

Date

Postholder's signature

Date