

**Happy,
Healthy
& Heard**



Candidate Information Pack

**Community Midwife
DG094**



“ Thank you for your
interest in this role with us ”

Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

Jonathan Wade, Chief Executive

Our Trust Vision and Strategy

Providing outstanding care which is skilled, trusted and kind every time



Journey
to
Outstanding

We will ensure patients receive outstanding clinical care, are safe, kept free from harm and are treated with thoughtfulness skill and respect



Working
Together

We will collaborate with our partners and communities to make sure the way care is delivered feels joined up and meets the needs of our citizens



Working Smartly
Within Our Means

We will make sure that we do the best for our patients by achieving all of our targets and making the best use of the funding we receive



Continuous Quality
Improvement

We will develop a learning and improving culture, using continuous improvement to discover, create and innovate



Joy at Work

We will support our staff to be happy, healthy and heard with a sense of belonging and fulfillment



Digital First

We will drive safe, connected and efficient digital innovation to improve care for patients

Our values



Care with
compassion



Striving
to excel



Respect
& dignity



Professional
standards



Working
together

Job Description

Community Midwife

Job Details

Grade/Band:	Band 6
Location:	Dartford and Gravesham NHS Trust
Speciality/Department	Maternity Department
Reports to:	Community Team Leader
Managerially Accountable to:	Head of Midwifery / Line Manager
Professionally Accountable to:	Nursing and Midwifery Council
Accountable for:	Junior staff, Students and other health Workers

Job Summary

The key element of this role is to provide care for women / mothers and babies.

The postholder will be required to assess, plan, implement and evaluate care without direct supervision, within the community and/or hospital setting.

Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
 - Delivery high quality **CARE WITH COMPASSION** to every patient.
 - Demonstrating **RESPECT AND DIGNITY** for patients, their carers' and our colleagues.
 - **STRIVING TO EXCEL** in everything we do.
 - **WORKING TOGETHER** to achieve the best outcomes for our patients.
 - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit.

Relationships

To communicate effectively with:

Internal Relationships

Colleagues and Co-Workers
Senior Managers
Other Trust departments

External Relationships

Patients & Clients

Carers

Families

Visitors

Communities and Community Representatives

Workers from other agencies

Specific Responsibilities: -

1. **Clinical Responsibilities:** to include level of responsibility for:

- 1.1 Maintain personal contact with patients and meet their needs on an individual basis, using the process of listening, assessing, planning, implementing and evaluating care.
- 1.2 As necessary, deal with the anxieties of relatives and arrange any support they may need.
- 1.3 Reports any untoward incidents.
- 1.4 Carry out Midwifery care to the highest possible standard according to both Trust policies and procedures and the Midwives, Rules and Code of Practice.
- 1.5 Ensure that the appropriate practitioner is informed promptly of any complication in the mother's or baby's condition.
- 1.6 May be required to work in areas of the midwifery service other than the ward / department / community in which based, if required to do so to meet the needs of the service.
- 1.7 Able to manage a caseload in the community; to take 24-hour responsibility for area of practice including participating in an 'on- call' rota; with the further opportunity for some posts to be rotational to the hospital.
- 1.8 Maintain the supply and custody of drugs, medicines etc., including keeping of agreed register. Ensure that measuring, administration and recording of all drugs and medicines is carried out in accordance with the rules of the NMC, and as laid down in Trust policy.
- 1.9 Ensure accurate and contemporaneous records of all care given and audit same. Complete and monitor other records as required by statute and local policy.
- 1.10 Liaise with all other personnel regarding access to the department, promoting relationships to enhance the quality of care to the consumer and ensuring effective communication with health care professionals.
- 1.11 Ensure that evidence based practice is implemented and audited on a regular basis, to encourage and promote innovative practice.

2. **Managerial responsibilities:** to include level of responsibility for:

- 2.1 Participate in regular meetings of ward / unit staff, attend as a representative at other meetings e.g. procedure, policy, education, specialist committees, etc.
- 2.2 Deploy staff in the community to meet the needs of the community, supplying the appropriate skill mix.
- 2.3 Ensure that all staff receive and give reports on the changes occurring in treatment and client needs during any handover.

- 2.4 Maintain ward supplies and participate in clinical trials and evaluation.
- 2.5 Ensure that all equipment is maintained in safe working order and returned to the appropriate departments when no longer required.
- 2.6 Ensure the economical use of resources through example and by teaching.
- 2.7 Maintain a safe working environment in accordance with the Health and Safety at Work Act, etc and local policies. Comply with the departments fire regulations.
- 2.8 Ensure that accidents / incidents are reported accurately and in a timely fashion
- 2.9 Participate in investigations of any complaints.
- 2.10 Understands and carries out NHS Trust Policies as contained in Ward / Unit.
- 2.11 Participate in the development of Clinical Governance initiatives in conjunction with the Line Manager and monitor implementation and performance.
- 2.12 Be involved in the process of clinical audit.
- 2.13 Act as an expert resource for the support and guidance of staff.
- 2.14 Ensure all records are kept correctly and within Trust guidelines.
- 2.15 Responsible for a ward or equivalent sphere of midwifery care in the absence of the person who has continuing responsibility.
- 2.16 Be an active member of the multi-disciplinary team leading / liaising / communicating as necessary and supporting junior staff.
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3. Professional responsibilities:

- 3.1 Work within the professional role governed by The Code of Practice/Rules of the NMC, as well as locally agreed policies and procedures.
- 3.2 To work within the philosophies/guidelines of current professional documents/reports, plus any future initiatives.
- 3.3 To identify and disseminate research findings related to midwifery practice.

4. Education and development responsibilities:

- 4.1 Ensure all staff participate in raising and maintaining standards of care and obtaining an understanding of the reasons for change.
- 4.2 Act as a practice facilitator for student midwives and participates in the clinical teaching of all learners, ensuring adequate supervision at all times.
- 4.3 Acts as a preceptor for newly qualified / appointed midwives.
- 4.4 Maintain clinical competence and accept responsibility for own professional development including annual mandatory updating.

- 4.5 Facilitate the development of other midwives to achieve and maintain competencies. Participate with enthusiasm in research projects and be aware of current issues.
- 4.6 Teach in the clinical setting and participate in the in-service training programmes, study days and conferences.
- 4.7 All budget holders will undertake on the job training in all matters financial and will be responsible for ensuring they are setup in the finance/procurement/HR systems with the appropriate authorisation levels.
- 4.8 Ensure attendance at department training sessions as required for professional / personal / service development

General responsibilities:

Patient Experience

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

Trust Policies and Procedures

- To adhere to the Trusts agreed policies and procedures.

Equal Opportunities

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

Confidentiality

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

Quality

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

Infection Control

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

Health and Safety

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

Sustainability

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Our Behaviours

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

Safeguarding

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

Environment

Category	Description/Definition	Frequency/Measures
Working Conditions	Hospital Clinics in the community Expectant mothers home Travel required You must be able to get to patients if working in a community setting in a timely manner	Frequent
Physical Effort	Knowledge of current lifting and handling techniques.	Frequent

Person Specification

POST: - Community Midwife

Criteria Group	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • NMC Registered Midwife with extensive midwifery experience. • Qualified driver. • Evidence of CPD 	<ul style="list-style-type: none"> • Documented evidence of continued appropriate studies. • Mentorship or appropriate course. • NIPE trained
Knowledge and Skills	<ul style="list-style-type: none"> • Well-developed interpersonal skills, able to communicate effectively at all levels, verbally and in writing. • Able to function as a practitioner, as well as part of a multi- disciplinary team. • Have an interest in and the ability to teach and be a mentor for students. • Able to lead and organise. • Able to manage a caseload in the community. To take 24-hour responsibility for area of practice including participating in an 'on- call' rota. • Able to demonstrate good levels of theoretical midwifery knowledge • A good standard of computer skills • Ability to adapt to meet changing needs and to work under pressure • Able to act as the clients advocate. • Knowledge and an understanding of current Professional issues and initiatives 	<ul style="list-style-type: none"> • Has a knowledge of the principles / recommendations of current professional issues. • A special interest in an aspect of midwifery has been developed. • Knowledge and experience of handling differing cultural and religious needs • Knowledge of research methodology.
Experience	<ul style="list-style-type: none"> • All round midwifery experience and be experienced in all required competencies. 	<ul style="list-style-type: none"> • Experience of working within the community setting.
Personal Attributes	<ul style="list-style-type: none"> • Ability to present an open and non-judgemental demeanour. • Innovative. • Ability to work flexibly to meet the needs of the service. 	

Terms and Conditions of Service

Band	Band 6
Salary Scale	As per Agenda for Change.
Hours of work	TBC
Annual Leave Entitlement	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days
Contractual Notice	As per Agenda for Change.
Registration	NMC registered Midwifery Practitioner
Medical	Occupational Health Clearance required prior to appointment
DBS Check	Required

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.