

JOB DESCRIPTION

JOB DETAILS

Job Title:	Midwife
Pay Band:	6
Directorate:	Women and Children's Services
Department:	Midwifery – Hospital & Community on a rotational basis as required

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to:	Team Leader
Reports to:	Team Leader
Professionally Responsible to:	Team Leader
Responsible For:	Supporting Team Leader in Supervising and Mentoring students from all disciplines

Organisation chart:



JOB SUMMARY / PURPOSE

A midwife is responsible for their own practice and therefore the post holder will be expected to maintain a high standard of professional expertise and to ensure that the highest standard of midwifery care is given during the antenatal, intrapartum and postnatal periods.

Provide professional leadership and mentoring to less experienced midwives and support to colleagues in a multi-disciplinary team.

Provide antenatal, intrapartum and postnatal care to a defined group of women, babies and their families in the hospital and community setting.

Co-operate and liaise with all members of staff, the primary health care team, the medical and midwifery staff in the unit to endeavour to foster team spirit and ensure continuity of care.

MAIN DUTIES AND RESPONSIBILITIES

Professional Responsibilities

Responsible to Band 7 and to act up in their absence.

Co-operate and liaise with all members of staff, the primary health care team, the medical and midwifery staff in the unit to endeavour to foster team spirit and ensure continuity of care.

Provide information to the expectant mother to enable her to make an informed choice about the place and mode of delivery and services available.

Assess care needs and develop, implement and evaluate programmes of care for mothers and babies in the antenatal, intrapartum and post-natal periods, to ensure care is evidenced-based.

With band 7 identify and organise plans of care for women and families where concerns have been raised, e.g. child protection, psychological, mental health.

Devise and supervise programmes of instruction for mothers in all aspects of care, including parenting skills.

Advise on Public Health issues, e.g. smoking cessation and breast feeding promotion.

Care for, and counsel the parents and relatives of babies born with abnormalities or who have been bereaved.

Play a lead role in the setting, implementing and monitoring of clinical standards.

Develop clinical guidelines and assist in audit programmes.

Be proficient in assessing and providing the overall clinical care to a women and her baby.

Jump call to an appropriate Health Professional on detecting a deviation from the normal.

Responsible for working in partnership with the woman and her family ensuring they are the primary focus of their practice.

Liaise with staff, women, and their relatives in a sympathetic and sensitive manner.

Keep contemporaneous, detailed records in line with NMC standards and HDUHB record keeping guidelines. Including detailed records of observations made, care given and medicines administered to a woman or baby.

Midwives have a statutory duty of responsibility to abide by the Nursing and Midwifery Council Code of Professional standards of practice and behaviour, and the Controlled Drugs Regulations.

Responsible for maintaining their own competencies and updating their practice.

Maintain knowledge and skills by attending HDUHB mandatory training.

Participate in the performance review process, as directed by Health Board policy.

Maintain confidentiality at all times and adhere to the terms of the Data Protection Act.

Adherence to HDUHB Infection Control Policy.

Participate in on-call duties to maintain a quality safe service for women and their babies

Adhere to the All Wales child protection & domestic abuse policies recognising signs and the need when to report. Attend and provide written evidence for case conferences. Liaise with band 7 and named midwife for child protection. Attend regular safeguarding supervision

Service Management

Provide leadership, and support to all grades of staff as required and act up for band 7 in her absence.

Undertake Performance Review and Development Plans as delegated by the band 7.

Report accidents, incidents and complaints to the appropriate line band 7 in accordance with the Health Board governance policy.

Communicate any Health and Safety issues within the ward environment to the appropriate line manager

Service Improvement

Supports others effectively during times of change and work with others to overcome problems and tensions as they arise and ensure that own work load is managed effectively.

Communication

To participate in team building/ communication to develop a cohesive, supportive, effective team.

Contribute to an atmosphere that is conducive to good relations with patients, relatives and colleagues through the use of interpersonal skills and communication.

Maintain personal contact with patients and their relatives through conversations, ensuring they understand treatments and arrangements made for them.

Ensure that there is effective communication and good relationships fostered between practitioners, women and their families.

Will be required to deal with highly sensitive, conflicting and emotional situations e.g. fetal loss, abnormality, drug abuse, still birth and domestic violence.

Possess excellent counselling skills and apply throughout all stages of providing care.

Ensure that there is a clear and concise reporting both oral and written of relevant information regarding the care and well-being of mothers.

Communicate information to patients and relatives in a compassionate and reassuring manner, considering the special needs of minority and disadvantaged groups.

Communicate effectively with members of a multidisciplinary team and other agencies.

Finance and Resources

Have an understanding of the budgetary management within the Maternity Department.

Ensure safe use, maintenance and storage of personal and ward equipment.

Comply with Health Board Policies and Procedures relevant to the area of work and be aware of impact on other services.

Responsible for ensuring the provision of midwifery care is given in the most efficient and effective manner.

Work within the NMC Code of Professional standards of practice and behaviour for nurses, midwives and nursing associates and Hywel Dda Health Board Professional Standards, Policies and Procedures, taking into account patient religious and cultural beliefs which includes care he of their families.

Personal and People Development and People Management

Participate in own appraisal both managerial and supervisory: Demonstrate an awareness of limitations, knowledge and skills; Identify individual training needs and career development.

Maintain an awareness of professional developments in midwifery, and allied disciplines.

Maintain personal and professional status, by ensuring that the requirements of the NMC, including PREPP are met.

Actively participate in a culture of change management and evaluate the effectiveness.

Facilitate new members of staff completing preceptorship programme.

Supervise student midwives to ensure that their educational objectives are met within the hospital and community environment.

Act as a practice supervisor to student midwives.

Work in partnership with the local education provider to ensure a high standard of education outcomes for learners.

Negotiate with the band 7 to attend study days / lectures as appropriate and follow Health Board policy for self-development and participate at staff meetings, forums as required.

Maintain knowledge of midwifery matters and the delivery of evidence/ research based practise.

To participate in the training of student midwives, acting as a practice supervisor to students as required.

Develop own skills and knowledge and contribute to development of others.

Attend annual Mandatory and Statutory Training, PROMPT and Clinical Skills Update Day as outlines in Maternity Mandatory Training individual Portfolio for Midwives.

Complete Level 3 Safeguarding training in line with National and Local guidelines.

Complete annual requirements for Intrapartum Fetal Monitoring as outlined within the Maternity Mandatory Training individual Portfolio for Midwives.

Maintain skills in suturing, phlebotomy and intravenous cannulation palpation and deliveries..

Ensure patient records are maintained and that documentation reflects care provided in line with NMC standards and HDUHB record keeping policy.

Active role in supporting the Welsh Government's Welsh language initiatives.

Be aware of mental health problems ante/postnatal depression, post-traumatic stress and provide support, counselling and refer to appropriate professional.

Attend Labour Ward Forum and professional staff meeting as allocated by band 7 Midwife.

Participate in the CTG reflective sessions held weekly.

Provide appropriate care to women following stillbirth or miscarriage.

Provide appropriate care and make the necessary referrals following the birth of a baby with congenital abnormalities.

Change Management

Supports others effectively during times of change and work with others to overcome problems and tensions as they arise and ensure that own work load is managed effectively.

Health, Safety and Security

Act within legislation, policies and procedures relating to information governance.

Attend statutory/mandatory training.

Responsible for ensuring the Health & Safety policies and procedures are implemented throughout maternity unit.

Quality

Participate in continuous improvement audit, clinical governance, maintaining or improving quality.

Equality and Diversity

Actively promotes equality of opportunity and diversity in own area of responsibility.

Effort and Environmental

May require to push women on the beds from ward to labour ward.

Will need to bend when delivering women in differing places e.g. on the floor.

Check documents as part of labour /antenatal documentation

Assessing women during pregnancy.

Dealing with frequent interruptions.

Conveying bad news to parents as required and dealing with difficult family situations.

Imparting unwelcome news of unexpected death or illness.

The clients can be verbally aggressive.

Direct contact with uncontained body fluids, foul linen, fleas, lice or noxious fumes.

General

Other tasks and duties may be determined by appropriate line manager as the role develops.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	Registered Midwife Portfolio of CPD Completed HDUHB preceptorship programme		Application form
Experience	Midwives with completion of preceptorship programme Experience of mentoring and developing staff. Basic IT Skills. Able to deliver a high standard of evidence based individual client care Effective communicator with good leadership and interpersonal skills Evidence of ability take charge in the absence of their direct line manager Demonstrate midwifery skills underpinned by current evidence Demonstrate an awareness of the importance of audit and policy	ALSO NALS	Application form and interview.
Language Abilities		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Application form and Interview
Aptitude and	Able to demonstrate situations where effective		Interview

Abilities	<p>leadership and management skills have been used</p> <p>Be able to demonstrate tact and diplomacy when working with others</p> <p>Evidence of undertaking presentation to groups or enhancing team working</p>		
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		
Other	<p>Able to travel between sites in a timely manner.</p> <p>Able to work hours flexibly including on call commitments.</p>		Application form and interview

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using

simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The post holder is required to demonstrate on-going continuous professional development. At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly

deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The post holder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The post holder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The post holder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The post holder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The post holder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The post holder needs to ensure they are familiar with their terms and conditions of service.