

JOB DESCRIPTION

JOB TITLE:	MIDWIFE
BAND:	6
SALARY:	£35,392 - £42,618 per annum/pro rata
HOURS:	Full time/Part time
TYPE OF CONTRACT:	Permanent
DEPARTMENT:	Maternity
DIVISION:	Family & Specialist Services
RESPONSIBLE TO:	Midwifery Sister
ACCOUNTABLE TO:	Matron

JOB SUMMARY:

Working in a small team, provide holistic continuity of midwifery care to women and babies in the antenatal, intrapartum and postnatal periods.

Be accountable for his/her own practice in compliance with statutory requirements.

Provide midwifery care both in hospital, birth centre and community settings managing an individual caseload to ensure the provision of continuity of carer.

Be responsible for maintaining and developing clinical skills and professional knowledge

Participate in an “on call” system to ensure 24 hour cover of midwifery and homebirth services

Be active in the training and professional development of students and junior staff, and to provide clinical advice where necessary

Support line manager in the effective and efficient use and management of resources, and to deputise for the band 7 when required.

To be aware of the public health strategy and work in partnership with other providers of health and social care to meet local community needs.

MAIN DUTIES AND RESPONSIBILITIES:

Professional

Fulfil the role of midwife as defined by the Nursing and Midwifery Council adhering to the Midwives Rules and Code of Practice thereby ensuring relevant registration is maintained.

Take personal responsibility for own professional development and up-dating in accordance with PREP requirements.

Communicate effectively with other healthcare professionals to meet the needs of mothers and their babies.

Commitment to providing non-discriminating and non-judgemental care.

Commitment to providing evidence based care.

Promote professional behaviour by example.

Clinical

Act as leader and role model within the midwifery team

Assess, plan, implement and evaluate care throughout pregnancy, labour and the postnatal period. Also facilitate others in their practice.

Promote a mother and baby friendly environment adapting to the needs of the individual.

Effectively prioritise clinical caseload to meet client need.

Maintain accurate records in accordance with The Nursing and Midwifery Council.

Have knowledge of the Trust and local protocols, policies and procedures.

Demonstrate a willingness to be flexible to meet the changing needs of clients and the service.

Act as an effective team worker who works with others towards a common goal, being respectful and supportive of each member of the multi-disciplinary team.

Education and Training

Be aware of national and local policies that have impacted upon the maternity services.

Be sufficiently flexible to change and develop practice in light of knowledge gained through reflection, research and audit.

Participate in team/departmental meetings.

Contribute to the ward/department/area philosophy of care.

Attend statutory and mandatory training and associated updates/refresher training as required by the Trust

Provide feedback from study events as agreed in your appraisal to enhance the learning opportunities of other staff.

Attain Assessing in Practice at level 2 or Teaching and Assessing in Practice at Level 3 or equivalent

Teach and orientate qualified and unqualified members of staff providing preceptorship when required.

Act as an assessor for student midwives in clinical placements.

Undertake extended clinical skills

Managerial

Take responsibility for the management of the clinical area for a regular span of duty in the absence of the Clinical lead. Ensure adequate staffing levels and skill mix in the short to medium term

Ensure relevant information is disseminated to staff within appropriate time scales, including the multi-disciplinary team if required.

Use effective interpersonal skills to lead and promote excellence in midwifery practice. Co-ordinate people and resources to achieve safe patient care.

Plan and prioritise work for a shift to achieve team goals.

Ensure efficient utilisation of resources within the constraints of the ward/department budget.

Have knowledge and confidence to make appropriate decisions and facilitate others in their decision making

Provide support to all team members.

Identify the need for change and support the Band 7 to facilitate and achieve change.

Demonstrate the ability to be pro-active in identifying the needs of the service to enable continuous improvement to occur.

Ensure that Health and Safety requirements are met.

Take prompt and appropriate action on receipt of complaints and participate in official investigations where required. In the absence of the Band 7 write reports for any investigation or complaint on her behalf.

Observe and comply with Trust Policies and Procedures including Trust and local Codes of Conduct.

Report complaints, incidents and accidents in accordance with Trust Procedures, having taken prompt and appropriate action and be prepared to assist in the complaints process.

Personal

Be professional in appearance and adhere to the Trust and local uniform policy.

Monitor staff attendance, appearance and behaviour and take appropriate action if required.

Work within the Trust Grievance, Disciplinary and Equal Opportunities Procedures as required.

Participate in formal and informal review of own performance with your manager or her deputy.

Participate in the recruitment and selection of staff.

Undertake performance reviews of other staff members.

Ensure that the annual leave and other absences are covered by effective utilisation of funded establishment

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (1998) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAIs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff

should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce.

PATIENT AND CARER EXPERIENCE

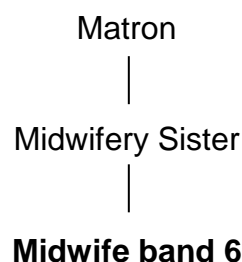
The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are: 1) Communicate clearly with people; 2) Involve patients and carers in their care and with the hospital; 3) Seek out and use patient and carer feedback in all services. Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

STRUCTURE CHART



ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff

After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	Registered Midwife Practising Midwife Maintained an up to date professional portfolio Training in management of obstetric emergencies	To have obtained or be studying to degree level Teaching/Mentoring qualification
Knowledge & Experience	Recent experience in all aspects of midwifery practice	Evidence of further study and development of professional and academic skills Experience of mentoring students
Values	Values and respects others, treats everyone as an individual, is non-judgemental Motivated to be genuinely kind and caring Helps and co-operates with colleagues Pro-active and takes responsibility Willing to learn, open to change Motivated to make a difference in whatever way they can Takes pride in themselves, their appearance, their role and where they work.	
Specific Skills	Knowledge of current evidence based midwifery practice. Ability to demonstrate competence in fetal monitoring. Ability to demonstrate knowledge of effective management of obstetric emergencies. Ability to demonstrate an	Demonstrate a broad knowledge of current midwifery issues. Competent in Perineal suturing. Competent in IV medicines administration. Competent in cannulation. Competent in care of women with epidural analgesia. (Acute

	<p>in-depth knowledge of medicines management.</p> <p>Ability to demonstrate key issues relating to safeguarding.</p> <p>Ability to demonstrate effective verbal and written communication.</p> <p>Ability to interact effectively within a multi- disciplinary team</p> <p>Able to recognise own limitations in order to seek advice appropriately</p> <p>Ability to organise/prioritise own workload autonomously.</p>	<p>unit)</p> <p>Extended skills (Newborn and infant physical examination)</p>
Requirements due to Working Environment	<p>Self-motivated</p> <p>Good time management</p> <p>Innovative</p> <p>Motivated</p> <p>Flexible</p> <p>Reliable</p> <p>Supportive</p> <p>Positive attitude</p> <p>Current valid full driving licence.</p>	