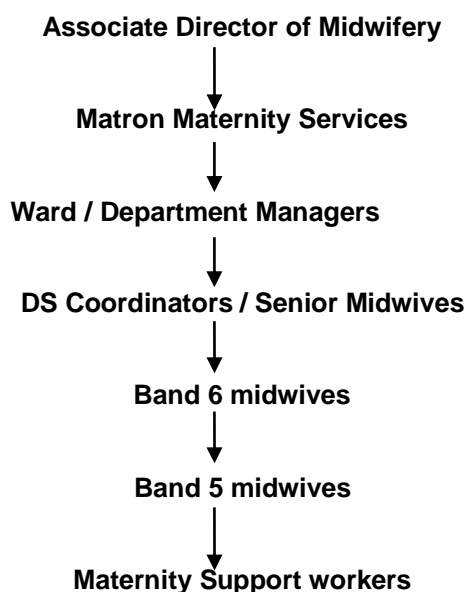


1. JOB DETAILS	
Job title:	Midwifery Manager - Pannal Ward
Accountable to:	Associate Director of Midwifery
Managerially (if required)	Matron Maternity Services
Agenda for Change Band:	7
Location:	Maternity Services
2. JOB SUMMARY (A brief description of the main purpose of the post)	
<p>The post holder will be responsible for the 24-hour management and clinical leadership of the midwifery services within Pannal Ward.</p> <p>The post holder will be accountable for ensuring the highest standard of clinical care is provided on Pannal Ward. They will be easily identifiable to patients, providing strong, visible leadership and have the appropriate level of authority to provide support, advice and assistance required by women, their partners and families.</p> <p>The role will concentrate on the areas of Patient Safety, Quality of care and Patient Experience in the designated areas of responsibility within the Maternity Services at HDFT.</p> <p>The post has a combination of clinical and management responsibilities. This includes in-patients for Antenatal and Postnatal care, also women admitted for Elective Caesarean Section and Induction of Labour. The post holder will be provide leadership in planning the lists for Elective Caesarean and admissions for Induction of Labour.</p> <p>The post holder will have direct access to the Matron, and the Associate Director of Midwifery for advice and support and they will play an active part in the professional networks within the organisation.</p> <p>The post holder is expected to participate in the senior midwife on call rota, providing support and advice to clinical staff out of hours.</p> <p>The post holder must adhere to the NMC Code and any other relevant documents as published by the Nursing and Midwifery Council, and must work within the policies and guidelines as laid down by the Trust.</p>	
3. ROLE OF DEPARTMENT (The function of the department in which the post holder works)	
<p>Pannal ward provides inpatient and day attendance care for women and babies during the antenatal and postnatal period. This includes care of babies requiring additional/transitional care. It includes women and pregnant people who are admitted for Induction of Labour. It also includes women having an Elective Caesarean Section.</p>	

4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



5. KEY WORKING RELATIONSHIPS

- Head of Midwifery
- Matron Maternity Services
- Consultant Obstetricians
- Paediatric staff including SCBU and Woodlands ward
- Medical staff and anaesthetists
- Midwifery/Nursing Staff including specialist roles
- Risk Management Midwife
- Departmental Managers
- Infection control team
- Clinical site coordinators
- Theatre team
- Workforce Development department
- Pharmacy
- General Manager and Operational Manager for Elective Care Directorate
- Finance Manager
- Trust Risk Manager / Patient Experience team
- HR Manager, Occupational Health department
- Chaplaincy Service
- Therapy services
- Safeguarding Team
- Domestic Staff /Porters /Facilities

6. DUTIES AND RESPONSIBILITIES OF THE POST

CLINICAL ASPECTS OF THE JOB

- Ensure all patients have a plan of care which has been discussed with them and or the parents / carers. The plan must include a comprehensive assessment of their clinical risks, review mechanisms and discharge arrangements to community midwives
- The role involves working in partnership with women and pregnant people, their partners and families/carers that access the service

- To be a clinical specialist within the field of maternity services (antenatal and postnatal care) and to provide clinical management, advice, support and teaching to all relevant personnel on the ward
- Deliver evidence based care and interventions that are timely and women centred
- Ensure Privacy and Dignity is maintained
- Facilitate patients, partners, relatives and carers to take an active role in their care
- Coordinate the multidisciplinary team to ensure robust, timely discharge plans are in place and agreed by the patient
- Ensure appropriate documentation of treatment, care and interventions in line with Trust Policy and the NMC.

MANAGERIAL ASPECTS OF THE JOB

- 24-hour responsibility for Pannal Ward
- Ensuring the service is appropriately covered with staffing levels and skill mix
- Management of staff sickness / absence in line with the trust policy,
- Help manage the ward budget and maximise the use of human and material resources
- Ensure that all staff appraisals are up to date and in line with Trust Policy
- Take a lead role in the recruitment process for new staff and ensure there is an appropriate and robust induction process for new staff
- Contributes to policy & procedure and guideline development
- Uses local & national information to monitor service
- Recommends & implements change as appropriate
- Contributes to planning service developments for the ward area and maternity services

EDUCATIONAL ASPECTS OF THE JOB

- Promote a positive learning environment. Facilitate and participate actively in teaching programmes for Registered and Unregistered staff, students and other members of the multidisciplinary team
- To be responsible for the education, training and development of maternity services in conjunction with the Professional Development Midwifery Team
- Promote evidence-based practice within the department and assist staff in the utilization of research to support patient care. Support staff in undertaking research/ project work
- Develop own clinical and professional skills through the identification of personal performance objectives and engage in continuing professional development. Participate in annual performance review and appraisal

- Be accountable for ensuring staff receive appropriate educational opportunities in line with their personal development plan. Ensure staff receive mandatory training in accordance with the maternity Training Needs Analysis and Trust policy
- Promote a culture of continuous professional development through lifelong learning within the department
- Feed into relevant University Course Management Practice Facilitators and work with Practice Learning Facilitators and the link educational Midwife (LEM) to ensure appropriate numbers of mentors are in place to appropriately supervise and train students.

LEADERSHIP

- Provide leadership for the team. Provide support to professional, medical and nursing staff and maternity support workers within the maternity services
- Work with colleagues within the Directorate to ensure effective communication channels are in place throughout the service, the Trust and externally with the CCG and other organisations to ensure the delivery of a seamless service. This will include developing and maintaining communication pathways and working within a multidisciplinary team
- Lead developments in practice consistent with the patient care priorities set by the Directorate e.g. development of new roles or midwife led services. These will be in line with best practice and evidence based care
- Address the concerns of patients and service users and respond to their suggestions for local quality improvements. Lead the management of complaints where appropriate (for own area), liaising with the Risk Management Midwife, Matron, Trust Risk Department and the Patient Experience Team as necessary.
- In conjunction with the Matron and other members of the Professional Advisory Panel ensure the appropriate management of clinical risk within own area. This will include aspects related to equipment and the training requirements and to Health and Safety issues. Ensure a robust monitoring system is in place and clinical/ serious incidents are investigated, within an agreed timescale. Ensure that lessons learnt are widely shared in accordance with Trust Policies. Work closely with the Risk Management Midwife to ensure the implementation of Quality of Care Local Teams to facilitate this process
- Provide appropriate staffing on both a daily and longer-term basis using the Trust roster pro system and have a full understanding of this system and its implications to practice. Will work to empower frontline staff, enabling them to consider changes and developments, supported by the Matron if required
- Ensure the provision of support and continuing professional development opportunities, in accordance with the Improving Working Lives standards and the Knowledge and Skills Framework
- Accountable for the delivery of staff appraisals and personal development plans for line managed staff in accordance with Trust policy. Will support other senior midwifery staff to complete these processes within the team
- Support staff to undertake leadership development programmes

- Be involved with the development of the unqualified workforce, i.e. maternity support workers, ward clerks to improve the care and service delivered to patients. Support staff in undertaking further qualifications.

CLINICAL GOVERNANCE

- Work with the multi-disciplinary team to ensure that the highest standards of care are delivered which meet the needs of women and their families
- The post holder will play a key role in ensuring the principles of clinical governance and risk management are implemented within the Unit and on the ward
- Participate in / supervise a range of midwifery and nursing duties. Act as a positive clinical role model. Lead by example to motivate and empower others
- Play a leading role in the support, supervision and development of staff in the clinical area. Develop programmes of induction and preceptorship to ensure staff are fit for purpose
- Maintain awareness of developments in midwifery and nursing to enable the continued provision of quality care. Assist in clinical benchmarking. Ensuring examples of good practice are shared wider within the Directorate and Trust.
- Ensure that Patient Safety, Patient Experience and Clinical Outcomes are all monitored and measured and are of a high standard.
- Is aware of and constantly measures performance against national guidelines e.g. NICE.

This job description is in outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.

7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

As a midwife, the post holder will work within their own area of practice and refer to either a more Senior Midwife for advice and support or to medical staff when deviations from normal midwifery care occur.

8. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: Pannal Ward and MAC Midwifery Manager

Factor	Essential	Desirable
Education/Training and Qualifications	Registered Midwife with current NMC Registration. Degree level qualification or equivalent demonstrable experience. Teaching qualification Mentor Preparation Course or equivalent Evidence of recent further training/ study	Evidence of post Graduate studies relating to midwifery care NLS; ALSO;
Experience	Experience as a qualified midwife with recent postnatal/ antenatal experience. Clinical expert in the care of women and their families. Evidence of good organisational and planning skills Proven leadership and management skills	Experience in complaints management Evidence of broad midwifery experience “Extended” midwifery skills; IV cannulation, NIPE course
Skills/aptitude	Understands the concepts of clinical governance including evidence based practice and critical appraisal of research findings. Demonstrates knowledge of effective risk management. Awareness of current local/ national initiatives within Maternity services Knowledge and experience of management models, implementing change and/or new clinical practices, current professional issues. Ability to organise and prioritise own workload. Ability to work independently and within a team. Use own initiative and meet deadlines.	Experience of leading patient involvement/patient feedback initiatives. Knowledge of current NHS issues including performance targets and the wider modernisation agenda, and local/ national maternity agenda
Abilities/knowledge	Effective communicator at all levels Understand principles of effective budgetary	Teaching and assessing skills. Counselling skills.

	<p>management and demonstrate experience of managing budgets.</p> <p>Ability to read and understand information effectively.</p> <p>IT Literate.</p> <p>Able to lead, empower others and influence innovative practice, change management and service development</p> <p>Team worker, ability to serve on project groups and/or committees.</p> <p>Commitment to the support of hospital wide delivery of services for women and their families</p> <p>Understanding of role in relation to wider hospital pressures and organisational objectives.</p>	<p>Involvement in research or audit.</p> <p>Awareness of budgetary control</p>
Attitudes	<p>Creative and innovative thinker, objective with high level of integrity.</p> <p>Adaptable and flexible</p> <p>Able to foster positive relationships with co-workers and work across professional and organisational boundaries.</p> <p>Self-awareness.</p> <p>Able to motivate others.</p> <p>Able to deal with difficult and complex situations.</p>	<p>Experience of working with groups of patients and the wider public on specific projects.</p>
Other	<p>Enhanced DBS</p> <p>Satisfactory health screening</p>	<p>Car driver</p>

PERSON SPECIFICATION AGREEMENT

Post holder
Date
Line Manager

Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.