

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Digital Midwife

Band: 6

Directorate: Women, Children and Sexual Health

Location: Royal Cornwall Hospitals Trust, Truro

2. JOB PURPOSE

To work within the speciality of Maternity to:

- Take a key role in managing the IT system across all areas working with the clinical leads and staff to create a safe environment.
- As part of the maternity IT team, become an expert in the maternity IT system and key point of reference for clinical users and IT for incident and problem management, release management, development, and configuration change request.
- Assist the lead digital midwife to coordinate and integrate into clinical care the various facets of implementation including clinical requirements, IT helpdesk support, network support, senior management and risk management.
- Support the specialty's clinical and managerial teams in the development of new local reporting and monitoring tools.
- Assist with training of staff in small groups or on a one to one basis.
- As an ambassador of the Midwifery profession, will ensure clinical practice, supported by digital technology, meets professional standards.
- Working towards the ambitions of national drivers to constantly evaluate the maternity IT system and its ability, as an enabler, to meet the recommendations.
- Speak to patients often to authorise their access to ePHR and to guide their use of the system.

3. DIMENSIONS

Responsible to: Digital Lead Midwife

Accountable to: Head of Midwifery

Key relationships: Training Team, System Suppliers, Corporate Information, IT Services, Trust Departments and Business Leads, Consultants, matrons, departmental managers, specialist midwives, secretarial and administration, Cornwall Council

5. KEY RESULT AREAS

Main Duties and Responsibilities

IT:

1. Assist the Digital Lead Midwife in the development of Maternity systems to improve the effectiveness in clinical settings.
2. Act as a local point of contact for users of the maternity IT system (training will be given) and provide support to both Trust staff and external software providers.
3. Be involved in the testing of new system releases, ensuring the system is fit for purpose prior to release to the live environment, and liaise with systems users as required, offering training where necessary.
4. Produce and maintain written procedures for the maintenance of the Maternity system to ensure the safe management of patients, and best practice for data governance.
5. Give daily support to and supervision of the system admin in the absence of the lead digital midwife.
6. Have regular contact with the system supplier to develop the system and report faults and issues.
7. Maintain accurate spreadsheets to record daily activity and outcomes of testing.
8. Project manage new development projects under the guidance of the lead digital midwife and Trust IT department, which may involve working flexibly and out of hours.

Data Quality:

9. Work closely with the Training team to assist in the development and production of systems training materials for users of the Maternity systems.
10. Undertake daily data quality checking to ensure accurate records and accurate and timely reporting via MDS and other national reporting tools.
11. Understand and support the processes for essential data collection and entry to the specialty-specific software.
12. Liaise with clinical and non-clinical staff for timely, complete, and accurate data collection, and data entry.
13. Ensure established reports are run as required to meet reporting deadlines.
14. Identify training needs and take remedial action.
15. Produce reports from the specialty-specific packages.
16. Assist with the identification of patients for audit projects as agreed with the specialty audit lead.
17. Attend meetings (internal and external) as required to represent the Maternity IT team and to give presentations as required.
18. Design data collection process from scratch as required for new processes/services/audits.
19. Liaise with relevant staff following suggested changes to the data collection process to ensure that changes have been implemented. Make informed changes to patient records as required as an authorised professional to ensure accurate data.
20. Liaise with the appropriate managers for any required changes to the current clinical systems to improve data quality.
21. Have an in depth understanding of information governance/data protection relating to the service.
22. Be involved in Datix, complaints, Freedom of Information requests and serious incident investigations as requested by the lead digital midwife.
23. The post holder will have frequent and extended period of concentration using a VDU.

General

24. To observe the requirements of:

- i) The Health and Safety at Work Act 1974
 - Take care of their own safety and others who may be affected by their actions or omissions

- Adhere to Trust and Departmental Health & Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Co-operate with their managers to maintain safe systems and safe workplaces.
- Report any accidents/incidents or ill health, failing in premises, equipment or personal protective equipment.
- Not interfere with any equipment provided to ensure Health & Safety
- Not attempt to carry out tasks or repairs beyond their competence.

ii) The General Data Protection Regulations 2018

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

6. OTHER

- The Post holder must comply with all RCHT Policies and Procedures.
- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER

7. JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Head of

Department Signature:

Date:

Title:

Please note:

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.

Person Specification For The Post Of: Digital Midwife – Band 6

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
QUALIFICATIONS	Registered Midwife First level degree in related healthcare discipline or substantial experiential equivalence	Relevant qualification in IT or related subject (or extensive experience)	Application / Qualifications
EXPERIENCE	Experience of working in all care settings (acute/community) Substantial post registration experience	Experience of Maternity IT and PAS systems	Application / Interview

PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)	<p>Good understanding of digital systems and national drivers to develop and manage electronic patient records.</p> <p>Good understanding of GDPR</p> <p>Methodical and extremely organised approach</p> <p>Proficient in use of Microsoft Office applications</p> <p>Ability to teach users in groups or on a one to one basis</p> <p>Excellent verbal, written and personal communication skills when relating complex information to a wide range of audiences</p> <p>Change management skills</p> <p>Excellent telephone manner</p>		<p>Application / Interview</p>
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DISPOSITION/ ADJUSTMENT/ ATTITUDE	<p>Positive and flexible attitude</p> <p>Self-motivated</p> <p>Able to work constructively with individuals and other departments, and to work independently or as part of a team.</p> <p>Ability to work without direct supervision, using initiative to organise/prioritise own workload within tight and often changing timescales</p> <p>Able/willing to work flexibly in order to deploy upgrades at hours that suit clinical priorities</p>		<p>Application / Interview</p>
TRAINING	<p>Mandatory training</p> <p>Willing to undertake training on specialty-specific packages such as Euroking/E3</p>		<p>Interview</p>

ADDITIONAL CIRCUMSTANCES	<p>A criminal record check satisfactory to the organisation.</p> <p>Ability to undertake duties</p> <p>PPE may be required for some roles</p> <p>Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable.</p>		<p>Disclosure and barring check</p> <p>Occupational health clearance</p>
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