

# Midwife

## Women and Children's Directorate

### JOB DESCRIPTION

## 1. About the Trust

### Our organisation

The Hillingdon Hospitals NHS Foundation Trust is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services. The Trust's services at Mount Vernon Hospital include routine day surgery, delivered at a modern treatment centre, a minor injuries unit and outpatient clinics.

The safety and well-being of our patients and of our staff is paramount and we are making urgent improvements to address this – particularly in infection prevention and control. We are making progress and going forward by working in partnership with local GPs, charities, community services, academic partners, our local authority, neighbouring hospitals and the wider North West London Integrated care system, and ensuring that we listen and work in partnership with our local population. We are absolutely focused on ensuring that our hospitals provide high quality, safe and compassionate care, while drive forward the building of the new Hillingdon Hospital.

We have over 3,500 members of staff that are proud to care for nearly half a million people, with a vision to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services, to provide the best care where needed.

Our staff are real superstars; how they have responded to the challenge of the COVID-19 pandemic was amazing and reflects our values - which guide our decisions, our teamwork, how we support our people and how we deliver our patient care. The values form the mnemonic CARES:

**Communication**

**Attitude**

**Responsibility**

**Equity**

**Safety**

Our patients are at the heart of everything we do and our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of all the people we serve. In addition to our Estates, Clinical, Workforce, Digital, Communications and Engagement strategies, our strategic objectives this year are focused on Quality, Workforce, Performance, Money, Well-Led and Partnership Working.

## 2. Role profile: Job description & Person specification

<b>Job title</b>	Midwife
<b>Salary scale</b>	Band 6
<b>Division</b>	Women and Children's Directorate
<b>Responsible to</b>	Senior Midwife
<b>Accountable to</b>	Line Manager/NMC
<b>Type of contract</b>	Permanent
<b>Hours per week</b>	Full and Part Time Hours
<b>Location</b>	Maternity Department, Hillingdon Hospital

### Job summary

The midwife provides the necessary supervision, care and advice to women during pregnancy, labour and the post-partum period, conducts deliveries on her own responsibility and cares for the newborn and the infant. The care includes preventative measures, the detection of abnormal conditions in mother and child, the procurement of medical assistance and the execution of emergency measures in the absence of medical help (The Midwives Rules and Standards 2013).

This is a rotational midwifery post allowing for development and experience to be gained by working as an integral member of the midwifery team. Rotation includes community, for which you will need to be a car driver. You would be involved in the continuity of carer model as part of the Maternity Transformation project. This is demonstrated in different models of team working to provide continuity, and therefore rotation within different areas will be necessary. There is a recognised preceptorship period for newly qualified midwives who need to consolidate, build confidence and gain core competencies to attain the knowledge and skills.

### Responsibilities and key result areas to include:

1. The midwife is responsible accountable for her/his own midwifery practice
2. To reinforce professional advice through supporting and encouraging couples in active parenting skills in the postnatal period.

3. To assist the parents in caring for their babies' hygiene, development and well-being whilst promoting babies' safety, protection and security.
4. To encourage the parents in the active steps to promote effective feeding of their baby within the UNICEF guidelines.
5. To providing antenatal intrapartum and postnatal care, reporting any deviations from the normal to a more experienced midwife registered midwife.
6. The midwife will respond appropriately to all emergency situations
7. The midwife will assist more experienced midwives and medical staff in the context of her/his own knowledge, experience and sphere of responsibility to develop their own professional competence.
8. The midwife will liaise with other agencies involved in the provisions of maternity services and seek advice from the more experienced midwife as required.
9. To foster people's equality, diversity and rights.
10. To promote effective communication and relationships with people which value them as individuals.
11. To participate in the process of identifying health hazards assessing risk and implementing control measures to promote the health and safety of women babies and staff
12. To receive, document, transmit, store and retrieve information in an accurate manner consistent with their urgency and maintaining confidentiality at all times.
13. To support individuals experiencing a change in their care requirements and provision, enabling individuals to prepare for, transfer to and become familiar with new care requirements.
14. To work within local policies procedures guidelines and local practice agreements
15. To work in partnership with health care professionals and others involved in providing care
16. Actively participate in continuing professional development and obtaining core competencies (cannulation, intravenous drug administration and care of women with epidural anaesthesia)

### **Organisation Chart:**

See attached sheet.

## **Additional Information**

### **Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by the Trust for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trust.

### **Health and Safety**

The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Infection Control**

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Trust's Infection Prevention and Control policies and the post holder will undertake infection control training on an annual basis.

### **Clinical responsibilities/leadership – infection prevention and control and cleanliness**

- Adhere to strict compliance with Trust infection control policies and procedures and support ward/department manager in ensuring junior staff, learners and agency staff are aware of their responsibilities. Observe staff practice and advise/educate as necessary.

- Challenge both individual and team practice and performance in infection prevention and control in order to improve the quality of care and safety of patients.
- Undertake regular audits of infection prevention and control practice in own clinical area in partnership with the Infection Control Team as directed by the ward/department manager.
- Monitor standards of ward cleanliness, escalate concerns and support the ward/department manager to take action to remedy any variance from the specified standard.
- Take responsibility and accountability in the absence of the ward/department manager for nursing care and practice in relation to infection prevention and control and ward/department cleanliness. Support the ward/department manager in achieving the highest standard of practice.
- Support the ward/department manager in ensuring all ward/department staff is trained according to the statutory and mandatory training matrix for infection prevention and control.
- Take responsibility for updating self according to the statutory and mandatory training matrix for infection prevention and control.

### **Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of

your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation), or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

### **No Smoking Policy**

It is the policy of the Trust to promote health. Smoking is therefore prohibited throughout all PCT premises and grounds.

### **Code of Conduct for Professional Group**

All staff are required to work in accordance with their professional group's code of conduct (eg NMC, GMC, DoH Code of Conduct for Senior Managers).

### **Safeguarding statement**

The Hillingdon Hospitals NHS Foundation Trust is committed to and has a duty to make arrangements to safeguard and promote the welfare of children, young people and vulnerable adults (Children Act, 1989 and 2004; Safeguarding Vulnerable Groups Act, 2006). Staff groups will have different training needs to fulfil their duties, depending on their degree of contact with children, young people and vulnerable adults and on their level of responsibility. Each employee has a responsibility to cooperate with their manager in attending the relevant training and to adhere to safeguarding legislation, local policy and processes.

**NB: For posts with substantial access to children, the following paragraph will be included:-**

This post has substantial access to children under the provision of Joint Circular No: HC(88)9, HOC 8/88, WHC (88)10. Therefore, any offer of employment will be subject to a satisfactory Criminal Records Bureaux check having been completed.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder