

## TRIAGE MIDWIFE JOB DESCRIPTION

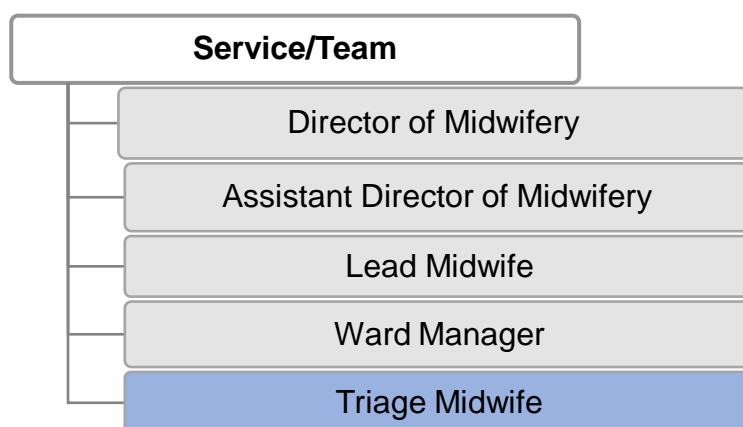
<b>Job Title:</b>	Triage Midwife
<b>AfC Band:</b>	Band 6
<b>Directorate/Service:</b>	Perinatal
<b>Accountable To:</b>	Ward Manager
<b>Responsible To:</b>	Lead Midwife
<b>Base Location:</b>	Maternity Unit, ROH
<b>On-Call Requirement:</b>	No
<b>AfC Job Code:</b>	

### Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

### Structure Chart



## Job Summary

### Main purpose of the job:

Provide full care to women in antenatal intrapartum and postnatal period with the maternity unit.

The post holder will:

Work autonomously within guidelines and sphere of professional practice. Build strong MDT relationships to ensure women receive safe, effective and responsive care.

Be responsible for the care of women accessing triage via telephone and in person ensuring consistently high standards of care.

Have personal and continuing responsibility for the assessment of care needs and the development, implementation and evaluation of programmes of care including home blood pressure monitoring and test results.

Have personal and continuing responsibility for the provision of care needs and carry out all relevant forms of care including emergency interventions.

Supervise, teach and deploy staff as appropriate within a maternity unit setting

## Key Role and Responsibilities

The post holder will:

### Management & Leadership Responsibilities

1. Carry responsibility for providing the highest standard of midwifery care to women in a hospital setting.
2. Be the midwife responsible for women accessing care through the triage process. Working as part of an MDT and within your scope of practice.
3. Assess, develop, implement and evaluation care programmes and provide professional advice and support as required.
4. Organise and manage, in collaboration with the MDT, the care of the women accessing the triage service and those undergoing home blood pressure monitoring.
5. Monitor, evaluate and action test results in line with trust policy.
6. Liaise with the multi-disciplinary and multi-agency teams to ensure women receive a high-quality service.

7. Be accountable for the exercise of professional judgement in determining appropriate practice in relation to women.
8. Be responsible for the safe storage and transportation of all drugs and medical gases and comply with Medicines legislation.
9. Provide and arrange 24-hour cover as appropriate.
10. Arrange satisfactory cover with colleagues for sickness absence in negotiation with team leader/Lead Midwife.
11. Represent team leader at meetings as and when required.
12. Reports all incidents on Datix complaints to accidents to the Lead Midwife and assist in their investigation and resolution.
13. Assist the collection and collation of statistical information as required by the Division or Trust.
14. Participate in Individual Performance Review and Personal Development Planning.
15. Achieve the highest standards of care by the efficient use of available resources.

### **Professional Responsibilities**

1. Comply with the statutory requirements for midwives and act at all times in accordance with Nursing and Midwifery Council regulations and the Midwives Rules and Codes of Practice.
2. Maintain and develop professional competence and ensure that Nursing and Midwifery Council requirements of registration are met.  
  
Take an active role in the implementation of the emerging Nursing and Midwifery Agenda.
3. Promote the profession of midwifery.
4. Develop and participate in induction programmes and preceptorship and mentorship of junior staff.
5. Support and strengthen the midwife's role as the expert autonomous practitioner in the care of women undergoing induction of labour either high risk or low risk.

6. Be involved in child protection procedures where necessary.

### **Education Responsibilities**

1. Be actively involved in education programmes for students, junior staff including medical staff and unregistered staff liaising with University staff as appropriate.
2. Develop and participate in developing information to enhance parent education.
3. Ensure that the induction of labour setting is a positive learning environment for students and junior staff and meets the necessary standards for placement.
4. Act as a mentor for pre-and post-registration midwifery/nursing staff and unregistered staff.
5. Attend and facilitate mandatory training and update sessions.

### **Clinical Responsibilities**

1. Create an environment in which clinical care will flourish.
2. Maintain a high clinical profile and facilitate the application of theory to practice.
3. Oversee the setting and adherence to good practice standards in the interest of high-quality care.
4. Maintain accurate, legible and timely written or oral reports, which inform other members of the multidisciplinary team and patients and their carers.
5. Support a team of midwives to facilitate safe and effective care for all women.

### **Practice and Service Development Responsibilities**

1. Progress with implementation of Clinical Governance by acting as a change agent and taking a proactive role in service development.
2. Ensure that midwifery is evidence based and in line with best practice.
3. Progress the public health agenda and support the delivery of local delivery plans.
4. Lead quality and modernisation initiatives including new ways of working.

5. Take a lead role in the development and practice of audit and participate in the annual audit programme.
6. Demonstrate a commitment to research and support the research plans of others.
7. Lead and contribute to the development of policies, procedures, guidelines and protocols

### **Communications and Relationships**

1. To contribute to the development of a learning environment.
2. To communicate effectively with a wide range of people to explore complex issues and to make complex decision.
3. To effectively communicate complex and sensitive condition related information to patient and relatives which requires empathy and reassurance.
4. To agree the arrangements for communication with the patient/family/carer and to document these in accordance with Trust Policy and the patients right to confidentiality.
5. To influence and prioritise the development of knowledge, ideas and work practice in self and others.
6. To encourage others to seek advice and solutions to problems.
7. To competently receive sensitive information concerning patients' medical condition and provide information using persuasive, reassuring skills as required, e.g. breaking bad news/special needs/dealing with anxious relatives.
8. To identify and manage challenging behaviours.
9. To ensure that essential information on the patients condition and progress is recorded by self and team members appropriately according to NMC Guidelines.

### **Planning and Organisational Skills**

1. To prioritise the care requirement for your women.
2. To organise and monitor the work and performance of all members of the team providing constructive feedback, advice and on-going support.

3. To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.

### **Responsibility for Patient Care**

1. To assess, plan, implement and evaluate midwifery care programmes from admission to discharge.
2. To undertake midwifery interventions consistent with evidence-based practice, transferring and applying knowledge and skills to meet women's needs.
3. To evaluate the effectiveness and make necessary modifications of any midwifery interventions.
4. To analyse and rigorously review all aspects of the women's care plan interpreting information and using knowledge and judgement to recommend new course of action where necessary.
5. To monitor the effectiveness of care delivery and renegotiate the programmes of care were indicated to meet the women's need.
6. To obtain people's informed consent and discuss the implications of the whole assessment process.
7. To discuss and agree short, medium or long-term goals, prioritise care and develop plans with the woman, family, carer and health care team.
8. To utilise highly developed physical skills where accuracy is important.
9. To refer people to other practitioners when needs and risks are beyond one's own scope of practice or require longer term support.
10. To liaise with the multidisciplinary team, co-ordinating and participating in care discussions as required.
11. To support patients/carers encouraging them to promote their own health and wellbeing and to express their interests and concerns.
12. To provide support and care for the woman and her family respecting their need for privacy and dignity.
13. To maintain accurate and legible patients notes (written and electronic) in accordance with Trust and national professional policies and guidelines.

14. Attend case conferences and plan appropriate care.

**Responsibility for Policy/Service Development**

1. Post-holder will be responsible for Policies with a multi-disciplinary team and for making recommendations and decisions.

## PERSON SPECIFICATION

<b>Job Title:</b>	Triage Midwife
<b>AfC Band:</b>	Band 6

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree / Diploma in Midwifery</li> </ul>	
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>NMC UK Registered Midwife</li> </ul>	
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>Current experience in Midwifery Practice</li> <li>Team working</li> <li>Evidence of acting as a mentor/preceptor</li> <li>Awareness of change management</li> <li>Excellent interpersonal skills</li> <li>Effective written and verbal communication skills</li> <li>Time management</li> <li>Evidence of multidisciplinary working</li> <li>Demonstrate an awareness of research and audit</li> </ul>	

### Physical and Mental Requirements

<p><b>Physical effort:</b></p> <p>Some lifting may be required when handling gas cylinders and equipment.</p> <p><b>Mental effort:</b></p> <p>Work patterns can be unpredictable.</p>	<p><b>Emotional effort:</b></p> <p>May be exposed to distressing or emotional content.</p> <p><b>Working conditions:</b></p> <p>Frequent lone working</p>
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## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p>

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

### **Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

### **Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

### **Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.