



JOB DESCRIPTION

JOB TITLE:	Midwife
BASE:	Hospital
DIVISION:	Group 5 Women & Childrens Services
CONTRACTED HOURS:	37,5 hours – shift patterns vary with areas of work and according to the needs of the service – all posts open to job shart/part time
GRADE:	Band 5
RESPONSIBLE TO:	Midwifery Manager/Senior Midwife Manager
ACCOUNTABLE TO:	Senior Midwife Manager/Head of Midwifery

JOB SUMMARY:

- The post holder will practice as a midwife within the maternity services in Heart of England NHS Foundation Trust working day duty, night duty, weekend and bank holidays. The post holder will work in all areas of maternity service.
- This post is a transition post from training to practice, which will enable the post holder to obtain the required experience in clinical midwifery practice to successfully achieve the required competences that are essential to move to through to a Band 6 role.
- In order to support this transition the post holder will be indirectly supported through a twelve month preceptorship programme by an experience named midwife.
- The post holder will be required to assess, plan, implement and evaluate programmes of care for mothers and babies in the antenatal, intrapartum and postnatal period, ensuring liaison with all relevant agencies, (caseload management). Maintain correct documentation in accordance with NMC Midwives Rules and Code of Practice.
- The post holder will work in a variety of settings, undertake homebirth or hospital birth and maintain competencies for adult and neonatal resuscitation, suturing and venepuncture as appropriate. In addition, they will take responsibility for a clinical area or workload in the absence of a more senior midwife: maintaining skills in all aspects of midwifery care on a rotational basis.

- The post holder will provide a full range of health education, social care and advice to childbearing women; liaising with multi disciplinary/agency groups to continually improve maternity care for childbearing women and their families, being responsive to the needs of the women and obtain user views as appropriate.
- The post holder will contribute to creating a learning environment in the department/ward/area acting as role model and mentor to junior midwives, student midwives and other staff.

MAIN CLINICAL RESPONSIBILITIES:

- Act as the professional lead for low risk women, promoting the normal birthing process
- Work in partnership with other professional colleagues to care for women with complex needs
- To maintain a professional, approachable disposition at all times with all members of staff, patients and their visitors
- Deliver culturally competent midwifery care
- Take and record histories of health, social and psychological factors, including full clinical assessments to determine individual health status
- Work collaboratively with women, respecting their right to make informed decisions about their care, seeking informed consent prior to for example, procedures, treatment, screening.
- Plan and deliver evidence based midwifery care in partnership with the women
- To provide a supportive relationship, acting as an advocate for women and their families at all times
- To be competent after training and assessment to use medical devices necessary to deliver care, to monitor and make diagnosis, keeping local training registers updated
- Monitor maternal and fetal well being throughout pregnancy, including intrapartum and early postpartum period.
- To monitor and maintain standards of care whilst providing ante natal and post natal care at venues for example, women's homes, health centre, family practitioner surgery, the hospital
- To promote the uptake and provision of parent education to help parents to make an effective and confident transition to parenthood
- Assess and make appropriate referral of women for specialist counselling and support as appropriate, for example fetal anomaly screening, bereavement, sexual health, vulnerable and disadvantaged women; young mothers, refugees, the homeless, those living with domestic violence and those with psychological problems
- To provide information and advice related to health education to improve health outcomes, for example counselling prior to and support after ante and post natal screening, smoking cessation, drug and alcohol abuse
- Work in collaboration with the Safeguarding Team, identifying women and their families where there are concerns with child protection, domestic violence, substance abuse and special needs.
- Participate in case conferences giving midwifery reports on care given to pregnant women and give feedback to the unit on the subsequent care plan made for the mother and baby.

- To diagnose the onset of labour
- To monitor the progress of labour and monitor maternal and fetal wellbeing for hospital and home births.
- To promote and facilitate normality during labour and birth for low risk women in hospital and at home.
- To manage high risk labours in partnership with obstetric and anaesthetic colleagues. Should a woman at high risk obstetric risk decline hospital care, to provide care in labour in her home, liaising with the Supervisor of Midwives.
- To detect warning signs of abnormality in the mother and baby and make the necessary referral e.g. Doctor, senior midwife, social worker, health visitor.
- Manage emergencies such as maternal and neonatal resuscitation, ante and post partum haemorrhages, shoulder dystocia, fetal malpresentation.
- To assess, monitor and care for the woman and baby after birth.
- To give support and manage pain effectively
- Undertake episiotomies and perineal suturing as required.
- To promote breast feeding, and give support to improve health outcomes in the short and long term for both mother and baby
- To give support to all women irrespective of their choice of method of feeding
- To provide care to bereaved patients and their relatives, breaking bad news and support other staff as necessary
- Be responsible for transferring care of women and babies across primary and secondary care settings and across professions e.g. to midwife, health visitor, General Practitioner, obstetrician, Paediatrician
- Participate in 'on call' roster when working in the community
- Assess individual postnatal care needs, develop, implement and evaluate programmes of care for the woman and her baby
- Participate in in-service training to maintain professional requirements and develop practice
- Ensure that the giving and taking of reports is used to communicate with all members of the team, particularly in regards to changes in patients and their progress
- Act as a mentor to learners during their allocation to the Midwifery Department and to be actively involved in the teaching of student midwives and unqualified staff.
- To comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department or as directed by their line manager.
- Be aware of Safeguarding policies and procedures and take appropriate action to safeguard children.

MANAGERIAL DUTIES

- To be able to manage own day to day activities and manage working time effectively
- Ensure the most effective and efficient use of available staff, with regard to grade and skill mix, in order to provide optimum care
- Coordinate the maternity ward/clinic or community area in the absence of the Band 6, giving support and advice to staff on duty, in accordance with Obstetric & Gynaecology Guidelines.
- Maintain good order and organisation in the ward or department
- Manage workload effectively through clinical areas ensuring proper and prompt admission, transfers and discharges

- Undertake requisitioning as required with regard to shortages, breakages, repairs and replacements
- Maintain good communications within the ward team and throughout the unit both Hospital and community.
- Be proactive in the promotion of good team work
- Report to Team Manager/ Midwifery Manager on specific subjects such as complaints, lost property, accidents or substandard practices.
- Work under own initiative to action local resolution in response to verbal complaints from service users and staff.
- Complete incident forms as appropriate accordingly to the Trust Policy
- Contribute towards the security of the maternity unit including the baby tagging system
- Take precautions to safeguard patients property including valuables according to trust Policy
- Participate in meetings, work groups, research groups as required to constructively develop midwifery practice
- Ensure emergency plans and procedures are in place and that staff are able to respond appropriately in emergency situations
- Comply with all midwifery and nursing procedures

EDUCATIONAL DUTIES

- Have regular responsibility for teaching programmes of both learners' unqualified and qualified staff by providing the necessary supervision and support, i.e. student midwives, medical students, return to practice midwives.
- Participate in induction courses for new staff
- Participate in review of and the devising of new clinical procedures/guidelines/policies
- Maintain and develop personal midwifery competencies by attending and participating in post – basic study sessions and annual mandatory updating programmes
- Attend unit Clinical Governance meetings and to participate in its activities such as audit and risk management, collecting and collating data as required
- Adopt a research approach to midwifery and utilise research findings, make recommendations which impact on service delivery

PERSONNEL DUTIES

- Attend Trusts annual mandatory study day. Be aware of the location of emergency equipment and participating in evacuation and major incident procedures
- Ensure compliance with all relevant Trust Policies, including the HR policies
- Participate in staff performance reviews via Personal Development Plans and identify individual development needs.

STATUTORY DUTIES

- Abide by the Midwives rules and standards (NMS Standards 05.04), the Code of Professional Conduct for the Nurse, Midwife and Health Visitor (NMC 2000), guidelines for records and record keeping (NMC 02.04) and any other UKCC/NMC documents or relevant Act of Parliament

JP/ENM/job desc & pers spec Midwife Band 5 Oct 2010

14 October 2010

- Administer the drugs permitted under legislation in the course midwifery practice for example nitrous oxide and oxygen (entonox), syntometrine, pethidine
- Ensure the safe administration and custody of drugs in accordance with the Safety of Medicines Act and the Trusts Drug Administration Policy
- Liaise with Supervisor of Midwives to ensure all requirements of supervision are met.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service businesses.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

As a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

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.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.

I agree that this Job Description is an accurate reflection of my current role and responsibilities.

Name:

Signature:

Date:

PERSON SPECIFICATION

Post Title: Midwife Band 5

Division/Department: Group 5 Women and Children Services

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Experience	<ul style="list-style-type: none"> • Completion of pre or post registration midwifery programme • Return to midwifery practice • Ability to work autonomously within professional and Trusts Guidelines • Able to take the professional lead in caring for low risk women 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<ul style="list-style-type: none"> • 	
Qualifications	<ul style="list-style-type: none"> • Registered Midwife on part 2 of the NMC professional register 	<p>Valid NMC card with PIN Number.</p> <p>Check with NMC</p>	<ul style="list-style-type: none"> • 	
Personal Qualities	<ul style="list-style-type: none"> • have a high level of commitment, motivation, innovation and initiative • able to ask for support • when new entrant, able to work with guidance for the preceptorship period 	<p>AF/I</p>	<ul style="list-style-type: none"> • 	

	<ul style="list-style-type: none"> • good problem solving and decision making skills • ability to prioritise • have confidence to be an effective advocate for women • ability to continually update knowledge, skills and challenge practice 	AF/I AF/I AF/I AF/I AF/I I		
Management / Supervision / Coordination skills	<ul style="list-style-type: none"> • able to assess and devise, implement, monitor and evaluate plans of care • good negotiation skills • good organisational skills • ability to delegate • ability to act as mentor as required for less experienced staff • influencing and persuasion skills • ability to support line manage in developing/implementing ward/area strategies • ability to co-ordinate staff rota 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I	<ul style="list-style-type: none"> • 	

Written skills	<ul style="list-style-type: none"> possess good written communication skill to maintain clear, concise, contemporaneous records able to write reports and format policies 	Evidence of course work AF/I	<ul style="list-style-type: none"> ECDL Basic IT Skills 	Certificate
Communication/Verbal skills	<ul style="list-style-type: none"> Effective customer care skills Able to speak, receive and issue instructions in English without risk of misunderstanding Be able to communicate effectively via telephone, individual or within group discussion Have excellent verbal and non-verbal communication skills, appropriate across a range of ethnic and socio economic groups Ability to proficiently utilise interpreters Ability to sensitively communicate distressing information and discuss sensitive issues (i.e. Intra Uterine death, still birth, fetal abnormality, child protection issues) Communicate effectively, and offer support to aggressive and distressed women/family members To communicate effectively with multidisciplinary team and outside agencies Take opportunities to impart knowledge at an appropriate level for health promotion, parent education and mentoring students and junior midwives 	AF/I I I AF/I AF/I AF/I AF/I AF/I AF/I AF/I	<ul style="list-style-type: none"> 	

Responsibility for financial and physical resources	<ul style="list-style-type: none"> able to set, monitor, and maintain effective stock levels appropriate for ward/area safeguard patients' property including valuables according to Trust policy 	AF/I AF/I	•	
Knowledge	<ul style="list-style-type: none"> knowledge of needs of high and low risk women and neonates knowledge of child protection issues and when to take action knowledge to competently perform and interpret fetal heart auscultation, cardiotocography knowledge to safely use medical devices and other equipment required for practice knowledge of legal and ethical principles in midwifery for choice, consent, client autonomy knowledge to safely manage epidurals in labour understand of risk management able to enter data on computer for notification of births, and patient records able to collect data for statistics, audit able to use computer package to generate growth charts 	I I I/certificate I/portfolio/Certificates I/portfolio I I AF/I AF/I AF/I	•	

Physical skills	<ul style="list-style-type: none"> • Use appropriate moving and handling techniques ante nately, when assisting women during their chosen position, assisting women in giving birth, post operatively, for post natal care and whilst assisting with breast feeding. • Manual dexterity and good hand eye coordination for vaginal examination, venepuncture, Cannulation, performing episiotomy, suturing, various injection techniques for mother and baby • Able to safely move/transport equipment • Perform maternal and neonatal resuscitation • To be able to receive the baby at caesarean section 	Portfolio of experience 	<ul style="list-style-type: none"> • Car driver 	AF
Mental Effort	<ul style="list-style-type: none"> • Constant application of analytical skills in practice to manage cases individually • Work effectively under pressure, deal with emergencies • Able to adapt to unpredictable work loads, high levels of clinical activity/patient turnover and extreme emergencies • Able to concentrate for prolonged periods during periods of clinical care • Able to cope with regular interruptions • Able to teach and support student while undertaking all other daily activities 	Portfolio of experience 	<ul style="list-style-type: none"> • 	
Working Conditions	<ul style="list-style-type: none"> • daily risk of exposure to bodily fluids • some risk of exposure to clients with hepatitis B, HIV, Tuberculosis, MRSA, sexually transmitted infections • able to cope if exposed to verbal/physical aggression • ability to contribute to upholding the security of maternity unit <p><i>For Midwives working in the Community</i></p> <ul style="list-style-type: none"> • Daily travelling between hospital, clinic, homes, health centre • Be adaptable in delivering service in a variety of setting • Daily transport of equipment • Lone working • Ability to drive safely in a variety of conditions, e.g. Weather and traffic 	AF/I 	<ul style="list-style-type: none"> • 	

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Emotional Effort	<ul style="list-style-type: none"> ability to cope with highly complex and distressing situations, imparting news of pregnancy loss or fetal abnormality etc able to cope with occasional traumatic incidents, still birth, neonatal and maternal morbidity/mortality 	AF/I/Medical	•	
Other	•		•	

I confirm that this Person Specification has been discussed and agreed with me.

Name:

Signature:

Date: