WOMEN’S SERVICES DIVISION

Midwifery

JOB DESCRIPTION

Lead Diabetes Midwife

Job title: Lead Diabetes Midwife

Grade: Band 7

Requirements: Practising Registered Midwife
Minimum 1 year post qualification midwifery experience within preceding 5 years

Responsible to: Matron for consultant inpatient and outpatient services

Accountable to: Head of Midwifery – Women’s Services

This job description is applicable to both full-time and part time midwives appointed to the maternity service.

Caseload of approximately 200 pregnant women with pre-existing and gestational diabetes per year.

Resource for 300 Shropshire midwives, 13 consultant obstetricians and their teams.

Role Summary:

The lead Diabetes Midwife (DM) will provide specialist midwifery care/advice to women with pre-existing and gestational diabetes. They will develop appropriate care plans and organise clinic sessions, Day Assessment Unit appointments and antenatal and postnatal ward reviews for inpatients to support care plans.

The lead DM will provide leadership, supervision, support and direction to a team of midwives. Will provide specialist midwifery advice to midwifery, nursing and medical colleagues.

Will plan and actively participate in auditing clinical outcomes for the patients in the defined group. Will evaluate the outcomes of care and develop working practices and guidelines to promote good practice, being mindful of the impact on other agencies and groups.
Will inform/ educate midwives and students and the wider multidisciplinary team of the principles of good practice for this client group by providing training and workshops, as well as offering specific judgements on cases within this area of expertise. Will plan and co-ordinate multidisciplinary activities and organise team meetings.

The role carries the full responsibility for the effective and continuous organisation of the team of Diabetes Midwives. This includes the assessment of care needs, the development, implementation and evaluation of programmes of care and the settings of standards of care. The DM carries responsibility for the efficient management of the defined caseload, including liaison with other agencies and the development and supervision of staff.

Professional Development

The DM is responsible for maintaining expert knowledge essential to delivering a high standard of care for the defined caseload. This includes CPD (Continuous Practice Development) in the following areas:-

- Professional/ clinical knowledge acquired through midwifery training to degree level and preceptorship, plus further study and clinical experience of the area of expertise.
- Local and national developments in the management of women with pre-existing and gestational diabetes.
- Insulin starts and titration
- Developments in the dietary advice for women with pre-existing and gestational diabetes.
- Developments in midwifery practice
- Midwifery updates and emergency skills drills as per care group protocol.

Clinical Practice

Provide specialist midwifery advice to the defined caseload of women in the following ways:-

- Work autonomously as a lead practitioner
- Assess and plan their midwifery management and designated clinics as part of the multi-disciplinary team for the defined client group
- Provide advice supported by written information and act as point of contact (named midwife) for women and their families
- Assess the progress of pregnancy and implement/ adjust the plan of care according to policy during antenatal clinic, day assessment and telephone contact
• Support intrapartum clinical practice by participating in the development of guidance for professionals and acting as a resource
• Support lifestyle changes in the postnatal period, ensuring GTT and GP follow ups are arranged.
• Provide and develop preconception advice and support for the defined client group.

The DM will:-
• Practice midwifery according to The Code and Midwives Rules and the standards of the NMC and local trust guidelines
• Be familiar with and participate (as required) with MBRRACE-UK reports and provide specialist advice to those bodies, relating to the defined caseload
• Determine the need to administer drugs (including controlled drugs) as appropriate. Ensure the regulations regarding the custody and administration of drugs and medicines are met according to the NMC Midwives Rules and Standards, NMC code and local policy.
• Monitor the need for and administer/titrate insulin dosages for the defined caseload
• Complete all records accurately and promptly
• Assess the need and plan midwifery support for the defined caseload, empowering women to participate in decisions regarding their treatment and management
• Appropriately reassure and counsel clients, partners and other relatives. Give details of support groups in the community. Deal with challenging behaviour and impart distressing news.
• Prepare, give and receive reports on clients with client input where possible, including to the diabetes Nurse Specialist and wider multidisciplinary team
• Be fully conversant with the arrangements for activating all emergency procedure and services, including obstetric team and cardiac arrest.
• Report untoward incidents or conditions to the management team. Provide a plan of postnatal management for blood glucose control/insulin titration. Ensure necessary follow up and act as a point of contact during the postnatal period up to 28 days. Support and encourage breast feeding.

Management
The DM will:-
• Be responsible for the effective deployment and development of staff under their supervision. This includes reporting staff sickness and absence and taking the necessary action to deal with the situation according to procedure.
• Demonstrate clear and effective communication skills with colleagues and other agencies when necessary.
• Be responsible for the safe use of equipment and ordering of supplies
• Ensure staff are aware of the importance of the accuracy of telephone information and precautions which must be taken to avoid mistakes
• Be alert to the health and welfare of staff and offer appropriate guidance and/or counselling
• Be aware of the responsibilities and procedures regarding Fire Policy and Health and Safety at Work and current legislation
• Identify the need for new equipment and participate in trials for selecting appropriate equipment. Be competent to use any necessary equipment to carry out clinical duties, including glucose monitoring and insulin administration.
• Know and influence the function of committees that professionally or managerially affect the provision of maternity services
• Perform staff appraisals when required. Inform junior staff of the procedure for appraisals, providing tuition when necessary.
• Recognise personal strengths and weaknesses
• Recognise personal workload limitations and take appropriate action
• Able to self-start and self-motivate
• Able to address issues of poor performance where necessary
• Practice a high standard of professional conduct
• Be able to take action if others do not meet the required standards
• Represent senior midwives at meetings and provide reports relating to diabetes.

• All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff;
• All staff must maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
• Any breach of infection control policies is a serious matter which may result in disciplinary action;
• All staff have a responsibility to challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).
Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust’s agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust’s Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust’s Disciplinary Procedure.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
• **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust’s activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust’s employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

• **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust’s recording, monitoring, validation and improvement schemes and processes.

**Professional Standards and Performance Review**

As an employee of the Trust you have a responsibility to:

• participate in statutory and mandatory training as appropriate for the post; and
• maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
• take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
• participate in the Trust’s appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

**Safeguarding Children and Vulnerable Adults**

• We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust’s procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

• As an employee of the Trust you have a responsibility to ensure that:
  o you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  o you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.
Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

JOB DESCRIPTION AGREEMENT:

Manager ..............................  Post holder ..............................
Name .................................  Name .................................
Signature .............................  Signature .............................
Date .................................  Date .................................