

## JOB DESCRIPTION

<b>Job title:</b>	Midwife
<b>Grade:</b>	Band 6
<b>Requirements:</b>	Practising Registered Midwife Minimum 18 months post qualification midwifery experience within preceding 5 years
<b>Responsible to:</b>	Senior Midwife in Charge of Clinical Area
<b>Accountable to:</b>	Divisional Manager – Women's Services

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

### Role Summary:

The midwife will provide a full range of midwifery care, including health education, social care and advice to women within the integrated maternity service throughout Shropshire.

Her/his sphere of practice encompasses the provision of care to the woman and baby during the antenatal, intrapartum and postnatal periods.

This position will be predominately based at the Consultant unit or one of our Midwife Led Units. As we are an integrated rotational service, updating and shifts in other areas around the county will be required. This role involves on-call commitments for MLU/community work, weekend and night shift working.

Working conditions such as contact with bodily fluids will be encountered on a regular basis.

The midwife will act as an assessor for students and as a mentor for less experienced midwives and other members of staff. The midwife will work autonomously within Trust and departmental guidelines and according to the Midwives Rules and Standards as laid down by the NMC.

### Clinical and Organisational Function

The midwife will:

1. Without direct supervision and on his/her own responsibility, undertake care of antenatal, intrapartum and postnatal women and their babies, as per Trust policies and procedures, and according to NMC Rules and Codes.
2. Effectively and efficiently plan and organise their own workload.
3. Provide verbal and written information to clients and maintain accurate and contemporaneous written records in Trust notes as appropriate. Flexibility and use of other agencies may be required where there is a barrier to communication e.g. arranging for interpretation or translation services according to Trust Policy.

4. Complete all legal documentation and statistical returns as required by the Trust.
5. Without direct supervision and under her/his own responsibility, instigate appropriate clinical action where a deviation from normal is detected, in accordance with Trust policies and NMC Rules and Codes, keeping the client and family informed and gaining consent as appropriate. This may include complex facts and/or situations e.g. fetal death, deterioration in maternal/ fetal/ neonatal condition or delay in labour.
6. Activate appropriate services in response to emergency situations and participate as appropriate. Organise and participate in emergency transfer by ambulance of woman and/or baby as per guidelines.
7. Moderate physical effort will be required such as assisting women in labour and birth, with breastfeeding, moving or lifting equipment.
8. Follow agreed methods of mother and baby identification.
9. Ensure continuous care by communicating information about clients to relevant agencies e.g. other midwives, Obstetricians, Fetal Medicine Consultants, GP's, Health Visitors, Mental Health Teams, Social Workers, and Police etc. This may include highly contentious or sensitive information e.g. Child protection issues, domestic violence and/or substance misuse.
10. Be responsible for the safe use of equipment such as fetal monitors, IT systems and lease vehicles, reporting any faults to relevant agencies, and ensure adequate stock levels within the area of work.
11. Depending on her/his area of work, have an unpredictable workload with a need to be flexible within the framework of Family Friendly Policies/Improving Working Lives/Working Time Directives.
12. Participate in the training of new staff and other health care professionals as well as providing mentorship for student midwives. This includes seeking and performing appraisals as per Trust policies.
13. Take part in audits, research and/or clinical trials on a regular basis.
14. Participate in service development, policy and protocol development, attending working groups, departmental meetings as required.
15. Be aware of and abide by all Trust policies including critical incident reporting, complaints procedure, health and safety policies and take action when necessary.
16. Be responsible for own continuous professional development and participate in all mandatory study events in accordance with Trust policy and NMC Rules and Codes.
17. Be responsible for the effective deployment and development of staff. This includes reporting staff sickness and absence where appropriate and taking appropriate action to cover any deficiencies.
18. When appropriate, assume managerial responsibility for a ward or department; taking responsibility for efficient and effective deployment of staff and resources to ensure smooth running of that area.

### **Infection Prevention and Control**

The prevention and management of acquired infection is a key priority for the Trust. The post holder is required to ensure, as an employee, that his/her work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or themselves:

- 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.

## **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:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - 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.

**Continuous Improvement**

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual’s continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

**THIS JOB DESCRIPTION IS NOT EXHAUSTIVE AND WILL BE SUBJECT TO CHANGE FOLLOWING NEGOTIATION TO MEET THE NEEDS OF THE SERVICE. JOB DESCRIPTION AGREEMENT:**

<b>Manager</b> .....	<b>Post holder</b> .....	<b>Name</b> .....
<b>Name</b> .....		
<b>Signature</b> .....	<b>Signature</b> .....	<b>Date</b> .....
<b>Date</b> .....		