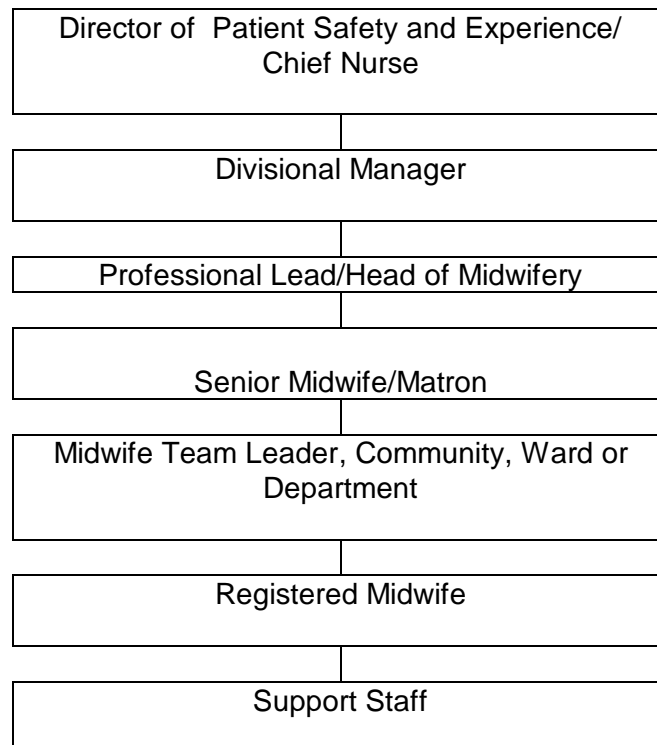


## **JOB SPECIFICATION**

**JOB TITLE:** Central Delivery Suite Coordinator

**GRADE:** Agenda for Change Band 7

### **ORGANISATION CHART:**




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## **JOB DETAILS**

**Job Title:** Central Delivery Suite Coordinator

**Hours of Work:** Full time

**Department/Ward:** Central Delivery Suite

**Division:** Princess Anne Maternity Unit

**Base:** Hospital

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## REPORTING ARRANGEMENTS

<b>Managerially Accountable to:</b>	Matron for Maternity Inpatients
<b>Professionally Accountable to:</b>	Divisional Director of Nursing/Head of Midwifery
<b>Responsible for:</b>	The midwifery team and support staff

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### Our Values

- *Vision*  
*We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.*  
*We make decisions that are best for long term health and social care outcomes for our communities*
- *Openness*  
*We communicate clearly to our patients, families and our staff with transparency and honesty*  
*We encourage feedback from everyone to help drive innovation and Improvements*
- *Integrity*  
*We demonstrate fairness, respect and empathy in our interactions with people*  
*We take responsibility for our actions, speaking out and learning from our mistakes*
- *Compassion*  
*We take a person-centred approach in all our interactions with patients, families and our staff*  
*We provide compassionate care and demonstrate understanding to everyone*
- *Excellence*  
*We put quality and safety at the heart of all our services and processes*  
*We continuously improve our standards of healthcare with the patient in mind*

### JOB PURPOSE:

The post holder will be a Registered midwife and carry twenty-four hour continuing responsibility for managing the Consultant Led Delivery Suite. The post holder will be responsible for ensuring the delivery of high standards of midwifery and clinical care to women. They will be responsible for managing human resources, equipment and stock within budget limits. They will advise and support staff, demonstrate a high level of competence in the specialty, and be expected to broaden their remit, in line with current evidence base, knowledge and training. They will make decisions based upon knowledge and experience in respect of women's care, and be accountable for those decisions. The post holder will be committed to achieving the Trust's targets regarding the Government's public health agenda and ensure all staff within area and responsibility work towards the same goals. They will ensure all staff managed, receive adequate supervision and training to enable them to become competent within the clinical area. They will work closely with other disciplines, act as Helicopter Bleep holder and will deputise for the ward manager and Matron when required.

## **Clinical Leadership and Practice**

- 1 Be responsible for leading the assessment, planning, implementation and evaluation of care for mothers, babies and their families.
- 2 Empower women to make informed choice and be involved in planning their care, acting as their advocate at all times.
- 3 Monitor care delivery in line with Unit standards, ensuring the delivery of evidence based care
- 4 Utilise information technology for the benefit of care delivery to mothers and babies.
- 5 Maintain an up to date knowledge of current research and trends in midwifery care, participating in the formulation of evidence based practices, policies and standards for the maternity services.
- 6 Take a lead role in the identification and management of at risk families within the child protection arena.
- 7 Ensure the safety and confidentiality of mothers and babies, maintaining records in accordance with national and local policies.
- 8 Take the lead role in the planning, organisation and management of home deliveries.
- 9 Take the lead role in the management of acute obstetric emergencies on the Delivery Suite and also respond to obstetric emergencies throughout the maternity unit.
- 10 Take the lead in developing strategies to implement the public health agenda, ensuring services meet the needs of the local population. This may involve tailoring midwifery care to women who do not access traditional midwifery services.
- 11 Comply with National and Trust policy for management and administration of medicines.
- 12 Identify areas of special interest and practice development, and delegate to team members as appropriate.
- 13 Actively participate in the local resolution of complaints and the investigation of formal complaints, meeting with complainants and ensuring lessons are learnt from complaints. Assist the Midwife Matron with investigations into litigation cases.
- 14 Maintain and develop own personal and clinical expertise, providing support to all midwives and junior medical staff at all times, acting as a resource to junior colleagues within the speciality.
- 15 Exercise leadership, providing support, directions and guidance at all times.

## **Organisation and Management**

1. Manage and lead the midwifery team, deploying staff as appropriate.

2. Co-ordinate the activities on Central Delivery Suite on a shift basis, fulfilling the role of co-ordinator, ensuring safety in practice.
3. Facilitate and lead team working, innovation and practice development.
4. Identify areas for service development, participating in the change management process in response to national and local initiatives.
5. Support the Ward Manager and Matron in managing the service within the allocated budget, ensuring delivery of corporate financial targets.
6. Plan duty rotas, ensuring appropriate skill mix.
7. Maximise the use of manpower and resources and promote new ways of working.
8. Allocate duties to staff in accordance with their individual levels of competence.
9. Report and record all untoward incidents and investigate as needed.
10. Monitor and review sickness absence and performance, conducting return to work interviews and appropriate follow up action.
11. Deputise for the Delivery Suite Manager and Matron, in his/her absence.
12. Contribute to the Corporate vision by assisting in Trust initiatives
13. Participate in the recruitment and selection of staff up to and including Band 6.

#### **Helicopter Bleep Holder**

1. The CDS Co-ordinator will take part in the helicopter bleep rota which covers a 24 hour overview of the unit, ensuring 'the flow' of the unit is addressed
2. This will include night duty, where by the helicopter bleep holder will be in addition to the night CDS co-ordinators
3. The Helicopter bleep holder is in charge of the maternity unit, having an oversight, managing resources and supporting busiest areas.
4. Whilst holding the helicopter bleep, a log of activity is recorded, shared with senior management and filed
5. Alert senior management regarding escalation

#### **Communication**

- 1 Lead ward meetings, and attend department meetings, to ensure an awareness of developments within the area of practice, and Divisional/Trust objectives.
- 2 Communicate feedback on Key performance indicators, undertake clinical audits and report findings to Women's Quality Forum.

- 3 Develop and maintain effective and efficient internal and external communication systems, including written, verbal and electronic communication. Keep senior staff informed of all matters outside your role/sphere of competence.
- 4 Communicate with other service providers to support the efficiency of the ward/unit/area.
- 5 Establish positive communications and relationships with the public.

### **Staff Development**

- 1 Formulate and participate in induction programmes for new staff, taking a lead role in the induction of staff members.
- 2 Ensure an effective learning environment and annual quality monitoring, including effective mentorship and preceptorship. Participate in the teaching and development of all grades of staff within the Maternity Unit.
- 3 Participate in the education and training of students ensuring that standards for practice placement are met.
- 4 Provide development opportunities for staff, in line with appraisal and PDP.
- 5 Ensure midwives are supported in their practice by undertaking reflective practice.
- 6 Promote and facilitate new ways of learning e.g. e-learning and work based learning.
- 7 Lead and participate fully in the Individual Performance Review.
- 8 Develop and maintain an area of special interest, to contribute to the expertise of the team, and the development of ongoing programmes of improvement.

### **Evidence Based Care, Quality and Standards**

- 1 Keep up-to-date with current trends within specialty and ensure practice is evidence based. In discussion with the line manager, promote changes in care/activity, where evidence identifies the need.
- 2 Set standards in relation to care delivery and lead the audit of standards of care within area of responsibility, addressing where improvements need to made.
- 3 Investigate any accidents, defects in equipment, near misses and untoward incidents, and produce reports as requested by the Matron.
- 4 Manage and ensure maintenance of equipment, ensuring staff are trained in its use and that necessary records are maintained.
- 5 Contribute to Clinical Governance, CNST, and Research and Development initiatives.
- 6 Maintain a professional approach to staff, patients and visitors and colleagues. Treat all equally, and with dignity and respect.

### **Legal and Professional Responsibilities**

- 1 Adhere to Trust and departmental policies and procedures.
- 2 Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Cooperate with the Trust to meet statutory requirements.
- 3 Provide statements regarding untoward incidents, as requested by line manager.
- 4 Ensure all staff within area of responsibility attend Trust mandatory training annually.
- 5 Maintain registration and midwifery competencies, and comply with NMC code of Professional Conduct, and related documents.
- 6 Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
- 7 Keep up-to-date with legal matters that may arise during course of duty.

- Health, Safety and Security:

- **All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.**
- **To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.**

- Confidentiality:

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

- Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

- Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

- Infection Prevention and Control:

- You must comply with all relevant policies, procedures and training on infection prevention and control.

- **Safeguarding Children and Vulnerable Adults:**
  - You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.
- **Valuing Diversity and Promoting Equality:**
  - You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.
- **Training:**
  - Managers are required to take responsibility for their own and their staff's development.
  - All employees have a duty to attend all mandatory training sessions as required by the Trust.

**Any other general requirements as appropriate to the post and location**

**The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.**

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**Date Prepared:**

**Prepared By:**