

## JOB DESCRIPTION

<b>Job Title: Labour Ward Sister</b>
<b>Base: Stoke Mandeville Hospital</b>
<b>Agenda for Change banding: 7</b>
<b>Hours of Work: Full time 37.5 hours/week</b>
<b>Details of Special Conditions:</b>
<b>Managerial Accountability &amp; Professional Accountability: Head of Midwifery</b>

<b>MAIN PURPOSE OF THE POST</b>
<p>The post holder is responsible for the effective management of staff within the clinical area and has clinical responsibility for women during pregnancy, labour and postnatally.</p>

<b>RESPONSIBILITIES</b>
<p><b>JOB SUMMARY</b></p> <ul style="list-style-type: none"> <li>• Manage the clinical area of responsibility.</li> <li>• Assesses the full range of care needs and develops, implements and evaluates programmes of care in the antenatal, intrapartum and postnatal period for women and their babies.</li> <li>• Works autonomously within guidelines and sphere of professional practice.</li> <li>• Acts as a mentor for new qualified and junior midwives and other staff providing leadership within the practice environment.</li> <li>• Provides a full range of Health Education and social care advice to women in the hospital setting.</li> <li>• Promoting commitment to the Trust.</li> </ul> <p><b>MAIN DUTIES AND RESPONSIBILITIES</b></p> <p>1. Professional</p> <p>1.1 Provides specialist expertise, underpinned by theory and practical experience ensuring the provision of effective and sensitive evidence-based Midwifery care to the highest standard. This should include child protection and domestic violence</p> <p>1.2 Exercises compassionate counselling skills and acts in an advisory and guiding role in all aspects of midwifery care for members of the team, sometimes in distressing circumstances i.e. care of women with complicated pregnancies, care of the deceased baby and bereaved family.</p> <p>1.3 Maintains personal contact with patients/clients and relatives, being sensitive</p>

to their needs for courtesy, dignity and privacy.

1.4 Ensures due regard is given to customs, values and spiritual beliefs of clients.

1.5 Ensures Midwifery and Nursing procedures are carried out in accordance with guidelines and policies.

1.6 Receives complex and sensitive information concerning patient's history including sensitive issues which require persuasive, reassurance skills whilst ensuring confidentiality is respected at all times.

1.7 Is required to analyse complex clinical situations that require analysis and comparison of a range of options including child protection issues.

1.8 Responsible for care of antenatal, intrapartum and postnatal women, providing advice on midwifery issues and contributes to the care and education of the woman and family. Encourage the promotion of normality where appropriate.

1.9 Communicate and liaise with the multidisciplinary and multi-agency teams to promote effective and quality care ensuring that confidentiality is respected at all times.

1.10 Maintain clear, concise and contemporaneous nursing records in accordance with the NMC guidelines on records and record keeping.

1.11 Comply with the NMC Code of Professional Conduct and Scope of Professional Practice and Midwives rules.

1.12 Ensure any other Code's of Conduct are followed.

1.13 Play a proactive role in Health Promotion.

1.14 Ensures the use of valid and reliable midwifery research in day-to-day practice. Initiate and participate in clinical audit programmes and communicate the results to promote good practice.

1.15 Acts as a role model at all times

#### Management

2. Provide clear and consistent leadership to the team and supervise midwifery and support staff to deliver quality care and clinical excellence.

2.1 Provide a friendly, happy and positive working environment for both staff and women.

2.2 Raise awareness within the team of Midwifery and Nursing practice issues in the wider context of the NHS, e.g. Clinical Governance.

2.3 Effectively deploy staff to meet both staff and client needs and ensure integration across community and hospital. Inform line manager of any deficiencies in service provision, including inability to provide one-to-one care in labour.

2.4 Maintain hospital on-call rota.

2.5 Monitor performance of team members and take remedial action in the interest of safety, including disciplinary action in accordance with Trust Policy where appropriate.

2.6 Take part in highlighting potential risks through Risk Management system and participate actively in learning and development of the service.

2.7 Take part in selection and interviewing of staff with clear understanding of Trust's Equal Opportunities Policy and recruitment practices.

2.8 Monitor and proactively manage sickness and absenteeism according to the Trust's Management of Attendance Policy.

2.9 Establish and maintain channels of effective verbal and written communication within area of responsibility, the department and the Trust where applicable.

2.10 Participate in setting of standards and development of pathways within

the Directorate.

2.11 Organises others and own workload.

2.12 Participate in departmental/team meetings and participate as a representative on other committees and report back accordingly.

2.13 Take an active role in the investigation of complaints and taking corrective action as necessary.

2.14 Report any accidents and potential risks, initiating appropriate action/investigation through the risk management system. Inform the Midwife for Governance, the Senior Midwife for area and the Supervisor of Midwives when appropriate.

2.15 Have joint responsibility with other Senior Midwives for the continuing 24hour management of the Ward/Team, including acting as the maternity bleep holder.

2.16 Work with the senior team to set, monitor and maintain evidence-based Midwifery care standards.

2.17 Deputise as necessary and when required.

2.18 Participate in manager of the day rota, undertake operational management Activities/issues

### 3. Organisational

3.1 Act as a positive change agent, identifying and initiating changes as required enhancing service provision.

3.2 Be aware of and implement as necessary any relevant reports, guidelines and policies on health and nursing practice.

3.3 Ensure compliance with the Trust's Health and Safety guidelines, in order to provide a safe environment for staff, women and their families within Ward/Team by undertaking:

- Proper use and regular maintenance of equipment.
- Reporting injuries to staff/ patients using RIDDOR system.
- Reporting of any incidents, accidents, or potential risks.

3.4 Ensure safe storage, checking and administration of drugs in accordance with the Trust's policy.

3.5 Be responsible for ordering and maintaining adequate stock levels within Ward/Team and ensure effective use of resources.

3.6 Collate and analyse workload information for self and team and report to Line Manager.

3.7 Suggest and comment on possible developments within own area, including guideline development and competency setting.

### 4. Educational

4.1 Be proactive in identifying own educational/development needs with line manager and local education provider.

4.2 Act as an effective role model in providing a positive clinical learning environment for meeting the needs of students and maximising the opportunities for clinical teaching.

4.3 Develop staff within sphere of responsibility and participate in in-service training programmes.

4.4 Be responsible for identifying and meeting educational/developmental needs of maternity staff with other managers and local education provider.

4.5 Maintain records of personal development and study days as required by revalidation and NMC guidance.

4.6 Provide sound clinical supervision to members of team.

5. Other

5.1 Any other duties that may be required from time to time.

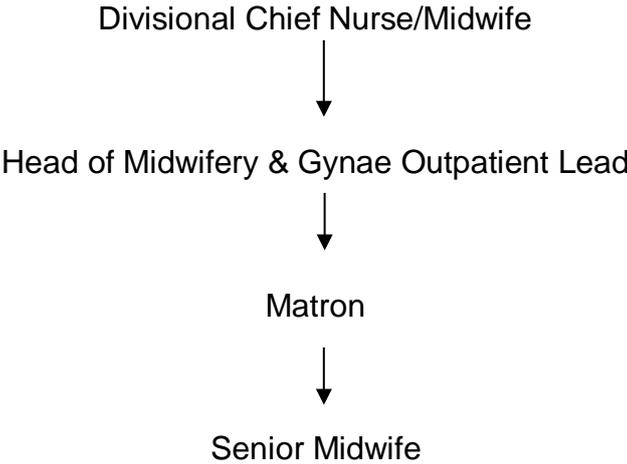
5.2 To comply with the roles and responsibilities as defined in the Trust's Health & Safety Policy and the KSF outline for this post.

5.3 To be responsible for safeguarding and promoting the welfare of children and adults by undertaking the appropriate level of training in accordance with the safeguarding policy training strategy and being aware of and working within the Trust's safeguarding policies.

**Review**

This job description is intended to be a fair and representative summary of the main duties and responsibilities of the role. As such it is not exhaustive. It will be subject to regular review between the postholder and manager and may be amended to reflect the needs of the service, in line with the reasonable requirements of the job profile/grade and KSF outline for the post, in consultation with the postholder.

**ORGANISATION CHART**



**ADDITIONAL INFORMATION**

**Trust Values**



**ADDITIONAL INFORMATION**

**Health and Safety at Work Act**

The post holder is required to take responsible care for the health and safety of him/herself

and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### **Confidentiality**

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### **Equal Opportunities**

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### **Managing Risk: Maintaining skills and learning from problems**

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

### **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential

that records are accurately recorded and maintained in accordance with the Trust's policies.

**Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

**Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

**General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.