

JOB DESCRIPTION

Job Title:	Labour ward and Triage Matron
Base:	Buckinghamshire Healthcare NHS Trust Cross-site and Community bases
Agenda for Change banding:	8a
Hours of Work:	Full time - 37.5 hrs per week
Details of Special Conditions:	
Managerial Accountability & Professional Accountability	Head of Midwifery

MAIN PURPOSE OF THE POST

The post holder will ensure the provision of excellent professional and managerial leadership to the labour ward and triage Services

The post holder must have a commitment to being part of a multidisciplinary team with the ability to liaise with a wide range of other staff and professionals within and outside of the Trust.

Ensure provision of effective communication systems both within the inpatient area and the service as a whole.

The safety of the mother and baby with a quality experience and job satisfaction for staff will be held as key indicators of success of the post.

- Maintain responsibility for Services as professional lead ensuring high standards of evidence-based care for women and their families in collaboration with the multidisciplinary team.
- Responsibility for the line management and human resource issues of the Inpatient based staff, including managing sickness, absence and disciplinary issues.
- Promoting commitment to the Trust.
- Facilitating continuous development in clinical practice and delivery of maternity care, encouraging innovation and appropriate change in service delivery.
- To be responsible for the operational and budgetary management of the service.
- Providing a suitable and stimulating learning environment for students and for the ongoing professional development of registered staff.
- Providing specialist knowledge across the range of work procedures and practices underpinned by theoretical knowledge and practical experience.

CRIMINAL RECORDS BUREAU – Level of disclosure - Enhanced

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

RESPONSIBILITIES

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Professional:

1. Act as a responsible autonomous advanced midwifery practitioner, utilising highly developed specialist knowledge underpinned by theory and experience.
2. Provide professional leadership and expert advice within the Inpatient services, often including highly complex and emergency situations requiring analysis and interpretation.
3. Work collaboratively with Obstetricians and the multidisciplinary team within the maternity unit, ensuring an excellent standard of clinical care.
4. Provide strong, highly visible, accessible and approachable leadership acting as a clinical resource within areas of responsibility and ensuring the sustained delivery of high standards of all care and service standards.
5. Lead the management of change within area, in line with the local and national transformation programmes.
6. Facilitate and lead the development of midwifery practice and research in line with the Trust's strategy and in collaboration with the Inpatient teams.
7. Ensure midwifery staff practice in accordance with all the NMC guidance documents and Trust guidelines policies.
8. Develop and implement evidence-based research-based care in conjunction with the multidisciplinary team facilitating regular audit and evaluation of standards in line with national guidelines.
9. Participate in the development and support of effective risk management strategies within the service.
10. Develop the Inpatient services, maintain and evaluate the standards of midwifery practice policies within each area.
11. Participate in policy, guideline and standard development and implementation of them within area.
12. Function as a practising midwife at all times in accordance with the NMC and within the principles of the scope of professional practice and ensure other members of the team also work within these.
13. Ensure and monitor planned midwifery care is ongoing and delivered safely and effectively taking into account the views of the patient and their relatives.
14. Undertake the nursing assessment of the patient including risk assessments eg tissue viability, falls.
15. Ensure plans of care for mothers are written collaboratively by all staff with the mothers and updated as appropriate, to facilitate an environment in which clinical excellence can flourish.
16. Ensure the provision of support and supervision for midwives working within complex and sensitive situations, eg still birth, bereavement, child protection and domestic violence. Work closely with the Maternity and Trust specialist safeguarding midwives and act as a role model.
17. Provide and lead midwifery excellence within the service, handling and supervising care for high risk complex obstetric cases.

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18. Be accountable for the direct delivery of clinical care and midwifery duties in the best interest of mothers and professional standards. This will include:

- Vaginal examination
- Delivery
- Perineal suturing
- Administration of drugs
- Provision of advice and support for home births
- Obtaining specimens eg bodily fluids, wound swabs
- Administration of drugs eg oral, intravenous, subcutaneous, rectal and topical, including via Patient Group Directions
- Venepuncture
- Cannulation
- Obstetric emergencies
- Exposure prone procedures

19. Maintain absolute confidentiality in respect of all medical and midwifery records and also inter-personal issues with colleagues.

20. Maintain managerial oversight of the NIPE Midwife Led new-born Examination Service

21. Act as an expert clinical and role model resource for midwives to facilitate the interpretation of the significance of the mother's clinical observations and records, making decisions and planning in areas affecting care; reporting and discussing promptly with medical or appropriate staff any matters which fall outside his/her responsibility.

22. Assist with manual handling and transferring of patients complying with the Trust Moving and Handling policy.

23. Provide and develop good midwifery practice ensuring that practices are in accordance with Trust policy. Carry out midwifery procedures in accordance with midwifery guidelines, policies and standards.

24. Convey highly sensitive and confidential information to mothers and relatives including breaking bad news.

25. Ensure and monitor the maintenance of a clean/pleasant environment for mothers and their babies and liaise with appropriate service providers, implementing change and quality improvements.

Management:

1. Autonomously leads ensuring motivation of the midwifery team, providing transformational managerial leadership.
2. 24-hour responsibility of midwifery care and effective organisation of workload.
3. Responsible for the safe use and maintenance of equipment within the working environments and identifying equipment needs, ensuring completion of training.
4. Liaison within the multidisciplinary team and other external and internal agencies, ensuring open and effective communication is maintained.

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5. Coordinate staffing ensuring there is effective communication with the Unit Matrons utilising the daily safety huddle and other opportunities to work across the service to support safe staffing.
6. 24-hour responsibility for appropriate and efficient use of available manpower at all times and that staff are deployed with due consideration to their qualifications and experience.
7. Have a broad knowledge of, and adhere to, all Trust policies, procedures and circulars and be responsible to cascade information appropriately, for example chair and facilitate team meetings.
8. Promote a visionary and positive ward image by a leadership example to all team members, mothers and their families.
9. Continuous responsibility for facilitating ordering, storage and administration of drugs ensuring staff strictly adhere to National, Trust and NMC policies and guidelines, remedying shortfalls in a proactive manner.
10. Continually be responsible for maintenance of stock control and/or security of stock both in the hospital and in community. Remedy shortfalls in a proactive manner.
11. Safe and appropriate handling of all money/donations according to Trust policy and acknowledging/receipt of such.
12. Take all measures to ensure the safety of the mother by ensuring reporting of all accidents and incidents, completing relevant documentation and undertaking further investigation in line with the Trust reporting policy.
13. Continuously responsible for maintaining a safe, clean, pleasant and therapeutic environment taking appropriate action when necessary.
14. Continuously responsible for maintaining infection control policies and ensuring procedures are adhered to and taking remedial action when they are not.
15. Responsible for health and safety requirements for the community team undertaking risk assessments. Maintaining a safe environment for patients, visitors and staff according to the Trust's Health and Safety Policy.
16. Play a key role in clinical governance providing expert input and working to secure quality improvements.
17. Ensure and facilitate that staff are conversant with emergency resuscitation techniques, obstetric emergencies, major accident procedure, fire regulations and procedure, and that appropriate action is taken in response to an emergency.
18. Monitor documentation, completed by multidisciplinary team for accuracy and legibility, and plan remedial action where necessary.
19. Participate in effective information systems, production of statistical information and future directorate business plans, preparing and presenting at developmental meetings using a variety of media including PowerPoint and Excel spread sheets.
20. Provide effective and pro-active management within the Inpatient team, liaising with the Senior Midwifery team and the Head of Midwifery.
21. Manage budgets and resources within the Inpatient services to make optimum use of resources and contribute to cost improvement programmes.

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22. Participate in maternity department bleep holder rota as required, being the senior midwife in the department dealing with all emergencies as they arise.
23. Represent Head of Midwifery as required.
24. Pro-actively investigate and manage complaints effectively and participate in debriefing service.
25. Ensure the provision of a quality service by monitoring the standards of all services, midwifery, domestic, catering, portering, pharmacy, laundry, works and implementing necessary changes based on audit findings.
26. Manage the workload and pressures on colleagues and deploy staff appropriately on a day to day basis.

Personnel:

1. Act as a role model in professional and personal attributes for all members of staff.
2. Manage personnel issues within own areas including recruitment, appraisal and development of staff.
3. Manage and participate in staff grievances and discipline procedures as appropriate within each area.
4. Represent the Division internally and externally as required.
5. Represent the midwifery profession internally and externally as required.
6. Plan and manage the induction of new staff and act as a mentor.
7. Develop team morale, supporting all colleagues and assertively dealing with conflict.
8. Be a visible leader and approachable resource for patients and staff for clinical and personal issues.
9. Compliance with all Trust policies, national guidelines and NMC guidance documents.
10. Participate in the department's appraisal programme and conduct Individual Performance Reviews within sphere of responsibility.
11. Maintain a professional portfolio and maintain own professional development and skills in line with midwifery development.

Education:

1. Responsible for ensuring that qualified staff understand the educational objectives of all grades of staff, both midwifery, nursing and medical staff.
2. Conversant with the current curriculae from the University and responsible for ensuring that there is a departmental link with the University.
3. Encourage, support and facilitate staff development within the community team.
4. Participate in and support the education of all grades of staff, liaising with the training department and the University.
5. Maintain an effective learning environment for all learners in association with Higher Education establishments. Report any concerns about students to Practice Educators and proactively participate in learning development programmes.

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6. Maintain and enhance own knowledge through continuing education, training and research activities.
7. Identify training needs within area and provide a programme of in-service training.
8. Participate in and facilitate sessions in the in-service training programme.
9. Act as mentor/assessor to midwives, student midwives, junior doctors and other learners.
10. Be a constant role model and a resource within the Community Midwifery and Birth Centre service.

Public Relations:

1. Represent and promote the Maternity Department, Division and Trust internally and externally as required, liaising with other agencies as required.
2. Develop and maintain effective working relationships with Maternity Department staff, allied groups within the Trust and public and voluntary sectors. Be a point of contact for professionals and public.

Quality and Development:

1. Facilitate audits and participate in benchmarking against NICE and national standards.
2. Support the midwifery research projects as required.
3. Identify possible changes in practice within the community and birth centre teams working with the multi-agency team with consideration to the transformation agenda. Working with the senior midwifery team, plan and manage the change process, ensuring evidence-based care.
4. Responsible for dealing with any complaints, working with the Risk Management team and ensuring they are dealt with professionally in a timely manner according to Trust policy.
5. Participate in working groups and/or projects within the Trust.

Communication:

1. Liaise effectively with the Head of Midwifery.
2. Liaise with medical staff, allied health professionals, voluntary organisations and relevant others, eg other maternity units.
3. Maintain accurate and contemporaneous records for patients and personnel to meet requirements of organisation.
4. Maintain and develop statistics and other records as required, manually or as part of Medway or other computer systems.
5. Disseminate professional/clinical/general knowledge to all colleagues.
6. Liaise with all relevant parties and agencies in relation to client care needs, eg child protection, and instigate procedures as necessary.

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Demonstrate courtesy and diplomacy in dealing with professional colleagues and members of the public, achieving resolution in stressful, volatile or crisis situations

ORGANISATION CHART ORGANISATION CHART

Head of Midwifery



Inpatient Matron

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ADDITIONAL INFORMATION

Trust Values



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.

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COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

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 expenses 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.

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