

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



**Care Colleagues
Collaboration Communities**

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



| | | |
|----------------------|--|---|
| Care | Excel in the delivery of Care |  |
| Colleagues | Support our Colleagues |  |
| Collaboration | Effective Collaboration |  |
| Communities | Improve the health and wellbeing of our Communities |  |

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

| | |
|----------------------------|--|
| Job Title: | Midwife Sonographer for Fetal Medicine |
| Band: | Band 7 |
| Reports to (Title): | Matron for Antenatal and Postnatal Services Manager Fetal medicine Unit |
| Trust Website: | www.royalwolverhampton.nhs.uk |
| Directorate: | Obstetrics and Gynaecology |
| Department / Ward: | Fetal Medicine Unit |
| JD Number: | 5702 |
| DBS Check Required: | <ul style="list-style-type: none">Enhanced with Adult's and Children's Barred List |

2. Job Summary

The post holder will:

- Be a visible clinical leader and role model of the Fetal Medicine Unit, with the responsibility and accountability for professional standards.
- Be professionally accountable and maintain standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- Be accountable for identifying and ensuring improvements in patient safety, patient experience and effectiveness of the Fetal Medicine Service.
- Provide expert advice to the Group Directorate on midwifery matters/fetal medicine service issues.
- Effectively contribute to the delivery of the organisational objectives.

The post holder will also have a clinical role:

- To care for women whose pregnancies have the potential to be, or are complicated with fetal anomalies, potential genetic disorders, past history of genetic disorders or previous complicated pregnancies.
- To give counselling along with on-going support for women with high-risk pregnancies, fetal abnormalities and following the loss of a baby if needed.
- To perform, record and report on Obstetric scans

3. Main Duties and Responsibilities

Ensuring safe and effective clinical practice

- Monitor and ensure Midwives/Sonographers deliver on-going improvements in standards of midwifery services through the development of effective systems and processes.
- Identify risks relating to sonography/midwifery, developing & implementing action plans to mitigate them as well as alerting the Clinical Director and Head of Nursing and Midwifery and ensuring they are recorded on the appropriate risk register.
- Engage in clinical practice to develop the skills of others.
- Monitor complaints about midwifery/sonography incidents within the Group Directorate, ensuring appropriate responses and implementation of action plans to effectively resolve any issues identified.
- Implement agreed systems to identify opportunities for learning and sharing good practice.
- Take timely action when professional standards fall short of those acceptable.
- Implement agreed systems to deliver patient safety and prevention of harm assurance.
- Participate in a range of formal management processes, investigation, hearing and implementation of findings where midwifery staff's professional/personal conduct or professional competency is called into question.

Enhancing the patient experience

- Undertake clinical activity, with a visible presence to patients and staff, whilst monitoring the quality of care and experience of patients in the fetal medicine department.
- Take action to address poor patient experience identified through trend analysis/complaints and report outcomes to Group/Directorate
- Lead corrective actions when patients/carers raise concerns regarding care standards.
- Support the effective flow of patients through the Fetal Medicine Unit, professionally leading and advising the team to maintain the best patient experience in times of increased demand on capacity.
- Monitor and identify standards in relation to cleanliness and environment and ensure corrective actions are taken.
- Respond appropriately to patient concerns and questions raised via PALs and other informal feedback mechanisms i.e. Patient Opinion as requested.

Professional Leadership

- Provide leadership and direction to all midwifery/support staff in the Fetal Medicine team.
- Undertake annual performance development review for Midwives and Support Workers as required, ensuring each has a personal development plan to optimise their performance and potential for career progression supported by the Line Manager.

- Develop and promote a positive culture within the Fetal Medicine Team to enable continuous quality and service improvement.
- Act in accordance with the Nursing & Midwifery Council Code.
- Promote a positive image of midwifery internally and external to the Trust.
- Be an effective leader of change, embedding a culture of continuous quality improvement. Implement agreed systems to ensure the midwifery/sonography workforce is fit for purpose in relation to statutory and mandatory training.
- Ensure the NMC Standards to support learning and assessment in practice for education are met within the Fetal Medicine Team.
- Ensure the Head of Nursing and Midwifery is briefed on all professional issues within the Fetal Medicine Team.
- Lead a culture of continuous quality improvement through use of audit, patient feedback and reflection by self and within the fetal medicine team.
- Participate in the recruitment and selection processes of the Trust.
- Ensure efficient and effective use of resources.

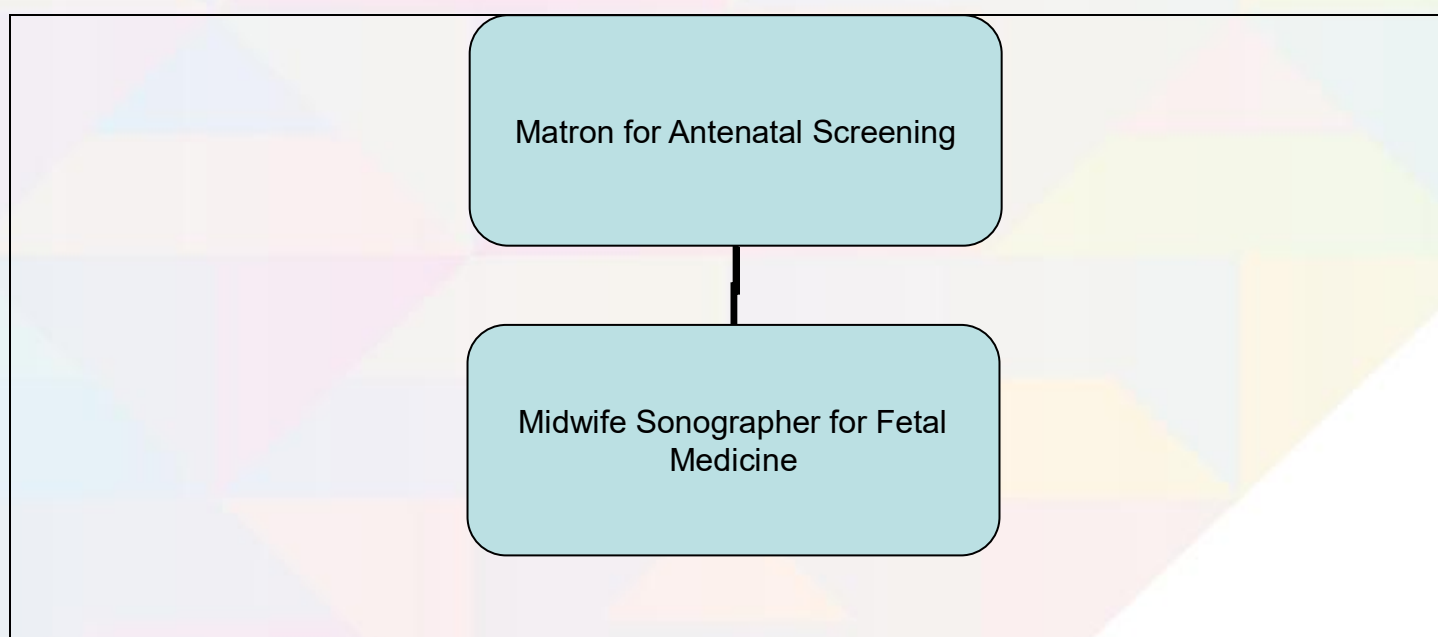
Continuous Service Improvement

- Contribute to the redesign and planning for the modernisation of the fetal medicine service.
- Facilitate effective multi-disciplinary team working at service level setting clear and measurable improvement outcomes.
- Monitor and manage the performance of Midwives and Sonographers against job descriptions and agreed performance monitoring frameworks.
- Develop and implement an effective workforce plan to support service delivery and quality standards.
- Contribute to the review and development of roles ensuring they add value to the patient pathway.

Ensuring Effective Contribution to the Delivery of the Organisation's Objectives

- Take a lead role for defined projects or pieces of work as agreed.
- Contribute to the delivery of the Trust's strategic objectives.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is not subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions is not necessary.

AfC Person Specification

This document describes the qualities required for a post-holder that are not captured by the JD.

| Specification | Description | Rating – Essential (E) or Desirable (D) | Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T) |
|--|--|---|---|
| Qualifications (This must include the level required to appoint to the post. Any requirement for registration should also be recorded here). | Registered Midwife | E | AF |
| | First Level registration Nursing Midwifery Council | E | AF |
| | BSc Degree or equivalent | E | AF |
| | Post Graduate qualification in Medical Ultrasound or equivalent | E | AF |
| Experience / Skills (Type and level of experience required to fulfil duties). | Experience in performing ultrasound examinations. | E | AF |
| | Highly developed physical skills – high degree of precision, dexterity, co-ordination, and sensory skills for assessment and/or manual assessment and treatment of patients/clients. | E | AF |
| | Teaching/assessors experience | E | AF and Int |
| | IT experience with PACS / RIS / PAS / Badger Net | E | AF and Int |
| | Knowledge and understanding of the audit process and experience in carrying out audits. | E | AF and Int |
| | Participation in Research and Development. Experience in | E | Int |

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| | <p>writing protocols/guidelines and patient care pathways.</p> <p>Experience in working independently and producing concise and accurate clinical reports.</p> <p>Experience in developing clinical and operational protocols.</p> <p>Communication</p> | <p>E</p> <p>E</p> <p>E</p> | <p>Int</p> <p>Int</p> <p>Int</p> |
| <p>Communication Skills (Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</p> | <p>Must be able to communicate effectively with a multidisciplinary team, including Consultants, Sonographers, GPs, Midwives and other health care workers when discussing patient management.</p> <p>Ability to communicate highly complex, sensitive, and contentious information orally and in writing, both internally and externally, to a range of audiences.</p> <p>Excellent communication skills to deliver training packages to individuals or groups.</p> <p>Excellent communication skills to deal with patients in stressful situations and have the ability to break bad news in a sensitive and appropriate way.</p> <p>Must communicate effectively with patient information leaflets and letters.</p> <p>Must be able to work independently and be competent to write concise and accurate reports.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>Int</p> <p>Int</p> <p>Int</p> <p>Int</p> <p>Int</p> |

| | | | |
|--|--|---|------------|
| | Possess a full understanding of ethical and moral issues to enable delivery of bad news to the patients in appropriate/empathetic manner. | E | Int |
| Flexibility (Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently). | Frequent contact with infectious patients. | E | Int |
| | Frequent contact with body fluids. | E | Int |
| | Scanning requires repetitive movements of the arm and shoulder. High pressurised emotive environment. | E | Int |
| | To reduce/keep low waiting times while maintaining high standards. | E | Int |
| Other (Any other key issues not recorded elsewhere in JD or person spec). | Involvement with setting up new system of work. | E | AF |
| | Must be prepared to continue with professional development to ensure high standard of ultrasound examination and to maintain registration. | E | AF and Int |

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

| | Designation | Name | Signature | Date |
|-------------|-------------|------|-----------|------|
| Post Holder | | | | |
| Manager | | | | |

