

JOB DESCRIPTION**AFC:N0324**

JOB TITLE:	Midwife
DIVISION:	Women & Child health
GRADE:	Band 6
RESPONSIBLE TO:	Midwifery Manager/Matron
ACCOUNTABLE TO:	Womens Services Manager/Head of Midwifery

JOB SUMMARY:

The post holder will be required to exercise clinical judgement for the assessment of care needs, the development, the implementation and evaluation of programmes of care in partnership with a defined group of women in the ante, intra and post natal period. They will work autonomously within departmental/Trust guidelines and professional sphere of practice, also abiding by the Midwives rules and standards (NMC 05.04)

The post holder will provide a full range of health education, social care and advice to women, liaising with multi disciplinary/agency groups are to continually improve maternity care for childbearing women and their families, being responsive to the needs of the women and obtain user views as appropriate.

The post holder will contribute to creating a learning environment in the department/ward/area acting as role model and mentor to less experience midwives, student midwives and other staff.

MAIN CLINICAL RESPONSIBILITIES:

- Act as the professional lead for low risk women, promoting the normal birthing process
- Work in partnership with other professional colleagues to care for women with complex needs
- To maintain a professional, approachable disposition at all times with all members of staff, patients and their visitors
- Deliver culturally competent midwifery care
- Take and record histories of health, social and psychological factors, including full clinical assessments to determine individual health status
- Work collaboratively with women, respecting their right to make informed decisions about their care, seeking informed consent prior to for example, procedures, treatment, screening.
- Plan and deliver evidence based midwifery care in partnership with the women
- To provide a support relationship, acting as an advocate for women and their families at all times

- To competent after training and assessment to use medical devices necessary to deliver care, to monitor and make diagnosis, keeping local training registers updated
- Monitor maternal and fetal well being in pregnancy
- To monitor and maintain standards of care whilst providing ante natal and post natal care at venues for example, women's homes, health centre, family practitioner surgery, the hospital
- To promote the uptake and provision of parent education to help parents to make an effective and confident transition to parenthood
- Assess and make appropriate referral of women for specialist counselling and support as appropriate, for example fetal anomaly screening, bereavement, sexual health, vulnerable and disadvantaged women; young mothers, refugees, the homeless, those living with domestic violence and those with psychological problems
- To provide information and advice related to health education to improve health outcomes, for example counselling prior to and support after ante and post natal screening, smoking cessation, drug and alcohol abuse
- Work in collaboration with the child protection team, identifying women and their families where there are concerns with child protection, domestic violence, substance abuse and special needs.
- Participate in case conferences giving midwifery reports on care given to pregnant women and give feedback to the unit on the subsequent care plan made for the mother and baby.
- To diagnose the onset of labour
- To monitor the progress of labour and monitor maternal and fetal wellbeing for hospital and home births.
- To promote and facilitate normality during labour and birth for low risk women in hospital and at home.
- To manage high risk labours in partnership with obstetric and anaesthetic colleagues. Should a woman at high obstetric risk decline hospital care, to provide care in labour in her home, liaising with the Supervisor of Midwives.
- To detect warning signs of abnormality in the mother and baby and make the necessary referral e.g. Doctor, senior midwife, social worker, health visitor.
- Manage emergencies such as maternal and neonatal resuscitation, haemorrhage, shoulder dystocia, fetal malpresentation.
- To assess, monitor and care for the woman and baby after birth.
- To give support and manage pain effectively
- Undertake episiotomies and perineal suturing as required.
- To promote breast feeding, and give support to improve health outcomes in the short and long term for both mother and baby
- To give support to all women irrespective of their choice of method of feeding
- To provide care to bereaved patients and their relatives, breaking bad news and support other staff as necessary
- Be responsible for transferring care of women and babies across primary and secondary care settings and across professions e.g. to midwife, health visitor, General Practitioner, obstetrician, Paediatrician
- Participate in 'on call' roster when working in the community
- Assess individual postnatal care needs, develop, implement and evaluate programmes of care for the woman and her baby
- Participate in in-service training to maintain professional requirements and develop practice

- Ensure that the giving and taking of reports is used to communicate with all members of the team, particularly in regards to changes in patients and their progress
- Act as a mentor to learners during their allocation to the Midwifery Department and to be actively involved in the teaching of cadets, student nurses and unqualified staff.

MANAGERIAL DUTIES

- To be able to manage own day to day activities and manage working time effectively
- Ensure the most effective and efficient use of available staff, with regard to grade and skill mix, in order to provide optimum care
- Coordinate the maternity ward/clinic or community area in the absence of the ward manager, giving support and advice to staff on duty, in accordance with Divisional Guidelines.
- Maintain good order and organisation in the ward or department
- Manage workload effectively through clinical areas ensuring proper and prompt admission, transfers and discharges
- Undertake requisitioning as required with regard to shortages, breakages, repairs and replacements
- Maintain good communications within the ward team and throughout the unit both Hospital and community.
- Be proactive in the promotion of good team work
- Report to Team Manager/ Midwifery Manager on specific subjects such as complaints, lost property or accidents.
- Work under own initiative to action local resolution in response to verbal complaints from service users and staff.
- Complete incident forms as appropriate accordingly to the Trust Policy
- Contribute towards the security of the maternity unit including the baby tagging system
- Take precautions to safeguard patients property including valuables according to trust Policy
- Participate in meetings, work groups, research groups as required to constructively develop midwifery practice
- Ensure emergency plans and procedures are in place and that staff are able to respond appropriately in emergency situations
- Comply with all midwifery and nursing procedures

EDUCATIONAL DUTIES

- Have regular responsibility for teaching programmes of both learners' unqualified and qualified staff by providing to necessary supervision and support, i.e. student midwives, medical student, return to practice midwives.
- Participate in induction courses for new staff
- Participate in review of and the devising of new clinical procedures/guidelines/policies
- Maintain and develop personal midwifery competencies by attending and participating in post – basic study sessions and annual mandatory updating programmes
- Attend unit Clinical Governance meetings and to participate in its activities such as audit and risk management, collecting and collating data as required

- Adopt a research approach to midwifery and utilise research findings, make recommendations which impact on service delivery

PERSONNEL DUTIES

- Attend Trusts annual mandatory study day. Be aware of the location of emergency equipment and participating in evacuation and major incident procedures
- Ensure compliance with all relevant Trust Policies, including the HR policies
- Participate in staff performance reviews via Personal Development Plans and identify individual development needs.

STATUTORY DUTIES

- Abide by the Midwives rules and standards (NMS Standards 05.04), the Code of Professional Conduct for the Nurse, Midwife and Health Visitor (NMC 2000), guidelines for records and record keeping (NMC 02.04) and any other NMC documents or relevant Act of Parliament
- Administer the drugs permitted under legislation in the course midwifery practice for example nitrous oxide and oxygen (entonox), syntometrine, pethidine
- Ensure the safe administration and custody of drugs in accordance with the Safety of Medicines Act and the Trusts Drug Administration Policy
- Liaise with Supervisor of Midwives to ensure all requirements of supervision are met.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

As a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.