

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Student MIDWIFE – 2 yr shortened course for qualified nurses
Band:	5
Base	Maternity
Department / Portfolio	Women & Children
Reports to:	Maternity Matrons and Head of Midwifery

2. JOB PURPOSE

To support and assist in the delivery of professional midwifery care to clients ensuring the highest possible standards of care are received by clients and their families, practicing autonomously within the parameters of guidelines/policies and sphere of professional practice. This is a rotational post working in all areas of maternity both hospital and community settings as part of our Continuity of Carer teams. We offer a robust preceptorship programme which is supported by our Maternity Improvement Team. The purpose of this post is for the learner to gain experience and learning in all areas of maternity care. This will be a fixed term post for a period of two years whilst the employee is on the programme of education to register as a midwife.

2.1 JOB SUMMARY

To provide holistic, high quality, woman centred care in the hospital setting. Rotation through the department will be key to development and achievement of competencies in order to achieve successful completion of this programme of study.

3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

Communication and relationships

- On behalf of the Line Manager / Midwifery Sister, liaises with members of the multi-professional team both within the department and beyond, to ensure care is delivered to the client both effectively and efficiently.
- Updates relevant staff on the clinical condition of clients and maintains accurate midwifery records for clients in the department.
- Co-ordinates the discharge process and provides written as well as verbal advice to clients, relatives and carers.
- Actively involves clients, relatives and carers in their treatment and enables individuals to assist in their own recovery.
- Acts as an ambassador/role model for the organisation and the Midwifery Profession.



- May be an active participant in the communication of sensitive/difficult information and subsequent support of clients, relatives, carers and colleagues as appropriate.
- Communicates and works effectively and collaboratively with practice assessors and supervisors.

Knowledge, training and experience

- Undertakes clinical activity to progress through training competencies and meet requirements of pre registration programme of education for midwifery.
- Is aware of National and local policies and initiatives which impact on client and midwifery care eg. the Trust's Clinical Governance Strategies, for example Essence of Care, MBACCE, NICE (National Institute of Clinical Excellence) guidelines and is able to demonstrate their application in the ward.
- Knows how to access and direct others to Trust and departmental policies and procedures.
- Understands and exercises the policy on 'Communication Regarding Child Protection Issues'.
- Demonstrates an understanding of role of Professional Midwifery advocate

Analysis, planning and organising

- Initiates emergency treatment where necessary whilst recruiting assistance.
- Is aware of emergency procedures to follow and ensures that students are educated accordingly.
- Co-ordinates and facilitates others in the assessment, planning, delivery and evaluation of care of clients admitted to the ward in accordance with Trust and departmental policies.
- Assists the midwife in charge with the planning of daily workload analysis to meet the requirements of the clinical area and the needs of the clients.
- With due regard to Risk Management policies and procedures, is actively involved in maintaining a safe environment for clients, relatives, carers and staff.

Responsibility

- Supports the more senior midwives in ensuring the maintenance of high standards of midwifery care.
- Ensures that all medical and emergency equipment is kept in a safe condition and is ready for use when required, and that faulty equipment is reported and/or replaced as necessary.
- Identifies individual training needs and communicates this information to the shift leader.
- Collects information as required.
- Participates in Midwifery Clinical Audit.

- Is encouraged to demonstrate evidence-based, innovative practice in the delivery of midwifery care and supports others in the implementation of changes identified to improve care.
- Supports others in the application of local standards, policies and philosophies which further the philosophy of woman centred, individual and evidence based care for all clients.
- Gains an awareness of the management of resources; human, material and financial.

Physical/mental/emotional effort

- Following appropriate preparation, act as a mentor to pre-registration students.
- Has a responsibility in ensuring the privacy, dignity and confidentiality of clients, relatives and colleagues is respected at all times. Acts in ways that support equality and value diversity.
- There is a requirement for frequent light physical effort for short periods of time and occasionally moderate physical effort.
- There is an frequent requirement for concentration where the work pattern is unpredictable
- There is an occasional exposure to emotional/distressing circumstances.

Freedom to act

- Ensures own practice is in line with N&MC Code of Professional Conduct/ Midwives Rules at all times
- Ensures own professional/educational/training needs are identified and maintains own mandatory and professional updating in order to maintain clinical and professional credibility.
- Will act as a link midwife for a particular area of practice and feed back information/developments to colleagues to ensure a consistent evidence based approach to care.
- Occasionally required to comment on local policies and procedures.

Working conditions

- Ensures that the ward is clean by making regular checks as appropriate to maintain a high standard and liaises with the housekeeping services manager/ or on behalf of the Midwife In Charge as required.
- Ensures safe and protective working practices in an environment in which there may be exposure to unpleasant working conditions eg. body fluids, noxious gases, noise.

Management function

- Liaises with the line manager and members of the multi-professional team to ensure effective communications are maintained within the department.
- Attends staff meetings, including team briefings and reads professional/managerial information as required.

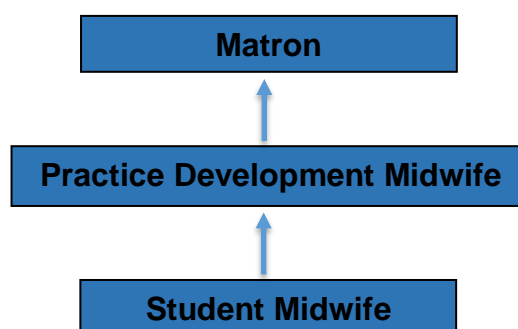


- Orientates new staff to the area of work as planned by the Line Manager/ Practice Development Midwife.
- Is aware of legislation and responsibilities under the Health & Safety at Work Act. Is aware of and follows policies and procedures with regard to clients, themselves, other members of staff, equipment and the general public.
- Assists in the investigation of complaints and clinical incidents as required, submitting statements in a timely manner.
- Attends education and training programmes appropriately and feeds back knowledge gained.
- Is Customer Aware and deals at all times appropriately ie. professionally and politely with all 'customers' whether clients, their relatives, carers, other members of staff or the general public.
- Liaises with senior/managerial staff to bring to their attention any problems identified.
- Promotes the principles of Improving Working Lives amongst the team ensuring fairness and equity.

4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
Maternity Matrons Practice Development midwives Midwifery team Obstetricians Paediatricians Maternity support workers	Higher Education Institution

5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



6. OTHER RESPONSIBILITIES

Management

To take full management responsibility of the team, providing leadership, recognising and developing the teams, mentoring, coaching and training them to utilise the strengths to enhance the departments' performance and build organisational capability.



Assessing staff performance against agreed performance standards/objectives and/or competencies at least annually and develop meaningful and achievable personal development plans and objectives

To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post.

Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

Confidentiality

All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

Equal Opportunities

The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.

Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Corporate Governance

The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.

One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:

- To take reasonable care of ourselves and others at work;
- To co-operate in meeting the requirements of the law.



All staff must have an understanding of the Trust's Health and Safety policy and be aware of the responsibilities associated with this.

All staff must adhere to the Trust's Infection Control Policies and maintain the standards laid down in those policies, complying with dress codes and hygiene codes in all clinical areas.

Further details are available from the Trust's Health & Safety Advisors.

Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

Infection Control

Infection Prevention and Control is the responsibility of all Trust staff.

All staff have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

Our vision, mission and values

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

Our Mission

Together we deliver compassionate, safe care every day.

Our Vision

To provide nationally celebrated, community focused health and care.

Our values are:

- **Continuously improving**
Continuously improving is not just a value.
It's what unlocks our innovation.
- **Excelling together**
Excelling together is not just a value.
It's what we do every day.
- **Caring together**



**WORLD CLASS CARE
FOR OUR COMMUNITY**

Caring together is not just a value.
It's what sets our Royal Surrey family apart.

- **Learning together**

Learning together is not just a value.
It's what keeps our services safe.

7. RIDER CLAUSE

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.



PERSON SPECIFICATION

POST: Band 5 Trainee Nurse Midwife

BAND: 5

*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assessment
Values and Behaviours			
ESSENTIAL CRITERIA FOR ALL POSTS			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect	√		A/I
Share information openly and effectively with patients, staff and relatives	√		A/I
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
Flexibility in shift/working patterns to meet the needs of the service	√		A/I
Is able to participate as a team member	√		A/I
Is of good health and good character as per NMC requirements	√		A/I
Willing to accept additional responsibilities as delegated by senior staff	√		A/I
Displays Trust Values	√		A/I
Qualifications			
Completed and obtained RM qualification and has current live PIN on NMC register	√		A/I
Knowledge and Experience			
Evidence of excellent interpersonal skills.	√		A/I
Evidence of understanding and insight into current issues in Midwifery and NHS	√		A/I
Evidence of appropriate knowledge base	√		A/I
Is aware of responsibility in relation to NMC Professional Code of Conduct/Midwives Rules	√		A/I
Skills and Capabilities			
Excellent communications skills	√		A/I
Excellent written and spoken English	√		A/I
Evidence of self-development	√		A/I



Ability to problem solve, anticipate and forward plan	√		A/I
Willingness to work towards midwifery competencies if promotion sought		√	A/I
Personal Attributes			
Flexibility in shift/working patterns to meet the needs of the service	√		A/I
Is able to participate as a team member	√		A/I
Is of good health and good character as per NMC requirements	√		A/I
Willing to accept additional responsibilities as delegated by senior staff	√		A/I
Used to working in a busy environment	√		A/I
Adaptability, flexibility and ability to cope with uncertainty	√		A/I
Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		A/I
Professional calm and efficient manner	√		A/I
Effective organizer/prioritisation skills	√		A/I
Influencer and networker	√		A/I
Demonstrates a strong desire to improve performance and make a difference by focusing on goals	√		A/I
Attention to detail	√		A/I
Highly motivated with ability to influence and inspire others	√		A/I
Ability to work independently	√		A/I