

# Job Description

Job Title:	Specialist Infant Feeding Midwife
Band:	6
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the two main hospital sites (Leicester Royal Infirmary and Leicester General Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Infant Feeding Lead Midwife
Accountable to:	Matron for antenatal services and complex care

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

<b>Job Summary</b>	Work alongside other midwives / Head of Nursing and Midwifery and MSW's to ensure the development and delivery of a high quality service in partnership with the Infant Feeding Team.
<b>Staff</b>	To work as part of the Infant Feeding Team
<b>Policy</b>	To work within UHL policies and guidelines.
<b>Communications</b>	Provide and establish good working relationships with the infant feeding team and the whole CMG as well as external organisations.

## KEY WORKING RELATIONSHIPS

- Specialist Midwives
- Infant Feeding Team maternity Support Workers.
- Midwives
- Ward / MAU/ Delivery Suite Staff
- Breast feeding peer Supporters
- Clinical Co-ordinators
- Medical Secretaries / PA's
- Specialist Midwifery Matron
- Health Visitors
- Electronic Rostering Team
- Head of Midwifery/Nursing
- Human Resources
- General Duties

## KEY RESULT AREAS

### Service Delivery & Development

- 1) Provide a central point of enquiry and communication for all operational issues relating to specialist midwifery Infant feeding Team.
- 2) Deal with internal and external inquiries handling all queries in a courteous and efficient manner paying particular attention to the needs of the individual using own judgement to assess the situation and determine the appropriate course of action.
- 3) Support with UHL peer support team, coordinating peer support time table. Responsible for collecting data and uploading, inputting audit results, creating excel documents to maintain and update staff training database.
- 4) Using own initiative, assess urgency of calls received from patients, midwives and other service users, prioritising these and communicating messages accordingly to the appropriate person or area, taking action to resolve any problems that occur where appropriate

- 5) Specialist Infant Feeding Clinic: booking appointment, ensuring clinic runs effectively and gathering information from the Hospital E3 Computer system to ensure staff have all relevant information i.e interpreter required.
- 6) Responsible for accurately transferring information to, and receiving information from hospitals outside of the Leicestershire area.
- 7) To be responsible for utilising the Hospital Information Support System (HISS) in order to carry out a variety of functions, such as accurate processing and updating of client details and the amendment of appointments in response to patient requests.
- 8) Receive patient discharges from other hospitals outside the Trust and from team midwives. Co-ordinate the dissemination of the information, adhering to deadlines and transfer to the appropriate team for visits/information.
- 9) Input infant Feeding team activity statistics onto the Euroking database in line with audit policies for the directorate/ track all outstanding audit forms using a database and follow up to ensure audit information is received appropriately.
- 10) To receive calls for sickness/absence from the peer support volunteers s recording the information in the sickness diary
- 11) Opening incoming mail and dealing with routine enquiries, disseminating post as appropriate in an efficient manner.
- 12) Perform general office duties such as faxing, photocopying and filing in accordance with existing systems.
- 13) Maintain levels of stationery and equipment for the team.
- 14) Shredding all confidential paperwork in line with Caldecott guidelines and disposing of it in the appropriate manner
- 15) To attend team meeting as necessary and keep up to date with directorate/trust annual mandatory training courses
- 16) To participate in mandatory training within the trust.

## Governance

- Ensure that robust systems are in place for effective monitoring of data.
- To maintain an accurate and effective record keeping system. Training will be provided to allow you to be able to access patient records, when required.
- Knowledge of Data protection policies essential

## Patient/Customer Service

- Excellent communication skills
- Professional manner
- Ability to escalate concerns to the appropriate person

## GENERAL

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

- All employees are subject to the requirements of the Health & Safety at Work Act and prevailing Acts since. It is the post-holders responsibility to ensure they are familiar with all UHL Health and Safety related policies that apply to their workplace or work – practice. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.
- All employees are subject to the requirements of the current Data Protection legislation and must maintain strict confidentiality in respect of patient's and staff's records.
- All employees must comply with the Trust's Equal Opportunities Policy and in line with the Equality Act 2010, must not discriminate on grounds of age, disability, gender reassignment, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sexual orientation or sex. Other grounds on which they should not treat others unfavourably include trade union membership (or non-membership) or political affiliation, or any other grounds which cannot be shown to be justifiable.
- This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.
- The Trust is committed to supporting the health and wellbeing of all its employees. Should the post holder be employed in a people management capacity then they will be required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and appropriately manage stress and ill health in accordance with Trust policies, procedures, legislation and best practice.
- In order to ensure the Trust's ability to respond to changes in the needs of the service, after appropriate consultation and discussion with you (including consideration of personal circumstances current skills, abilities and career development) the Trust may make a change to your location, duties and responsibilities that are deemed reasonable in the circumstances.
- Your normal place of work will be as discussed at interview and will be confirmed in Section 1 of your contract but you may be required to work in other locations of the Trust. In particular, flexibility is required across the two main Hospital sites (Leicester Royal Infirmary and Leicester General Hospital). If your initial location is based at one of these sites, excess travel reimbursement will not apply for a permanent/temporary change to base.

# Person Specification

Post: Specialist Infant Feeding Midwife.

Band: 6

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		Interview
Training & Qualifications	NMC registered Midwife  At least 2 years post registration experience  Experience (placement or post grad) within both the wards and delivery suite areas	Professional Development  Mentorship preparation or equivalent  Academic and/or professional/vocational training and development	A
Experience	Experience of all aspects of midwifery  Polite, reliable, honest, punctual, approachable, dependable, non-judgemental  Ability to adapt to new working practices	Experience of working in both community and hospital setting  Research / Audit awareness	A, I

	<p>Ability to remain calm under pressure</p> <p>Ability to deal calmly and courteously with difficult people</p> <p>Adaptable and flexible approach to working within the Unit.</p> <p>Flexible working hours</p> <p>Full commitment to the job</p>		
<b>Communication and relationship skills</b>	<p>Ability to work effectively within the MDT team.</p> <p>Excellent communications skills</p>	<p>Able to meet the practical requirements of the post. i.e. cross site shift patterns</p> <p>Support junior members of staff.</p>	<b>A, I</b>
<b>Analytical and Judgement skills</b>	<p>Ability to work autonomously and within a team</p> <p>Ability to identify risks and appropriately escalate them</p>		<b>A, I</b>
<b>Planning and organisation skills</b>	<p>Ability to develop midwifery practice and promote excellence in clinical practice</p> <p>Ability to demonstrate evidence based practice.</p>	<p>Enthusiastic and self-motivated about delivering high quality maternity services.</p> <p>Adaptable and flexible</p>	<b>A, I</b>

Equality, Diversity and Inclusion	<p>Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.</p> <p>Flexible approach to meet the needs of the service.</p>		A, I
Other requirements specific to the role			